

MINUTES  
WALNUT CREEK MUTUAL NO. THIRTY  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, APRIL 22, 2020 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 22, 2020 at 9:30 a.m. via ZOOM.

ROLL CALL: PRESENT:      President                      Evan Spinrod  
   Vice President              Lynda Caputo  
   Treasurer                      Ron Reece  
   Director                        Al Fantegrossi  
   Secretary                      Vacant

EXCUSED:                      None

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

President Spinrod welcomed six residents in attendance.

APPROVAL OF MINUTES

Mr. Spinrod asked for any corrections to the minutes of the January 8, 2020 regular meeting of the Board of Directors. Hearing none, he declared them approved as written and reviewed.

APPOINTMENT TO BOARD VACANCY

Mr. Spinrod announced that Ms. Fail has moved from Rossmoor and is no longer on the Board.

*Mr. Reece moved to appoint Cheryl Hines to fill that vacancy until the term ends in 2022. Ms. Caputo seconded and the motion carried without dissent.*

RESIDENTS' FORUM

No questions or comments.

BOARD MEMBERS' REPORTS

President – Mr. Spinrod reported the Board will need to look at the CC&Rs regarding rentals and the percentage of rentals allowed.

Vice President- Ms. Caputo reported that there are volunteer residents looking after trash enclosure. Some bins are overused and some are underused.

Treasurer – Not at this time.

MOD REPORT

Mr. West provided the following written report for the Board:

INFORMATION ITEMS: Work scheduled, In Progress or Completed

1. Building Painting Project scheduled to begin in Summer 2020 includes:  
Painting of 6 Buildings:  
2833, 2857, 2841, 2801, 2865, and 2873 . Contractor: A One Construction -  
Cost \$76,602.00.  
(Project postponed until June due to SIP restrictions).
2. 2873 PT #3 & #4 – Resident Insurance Claim. Due to damage caused to two units  
from  
Bathtub Faucet leak outside of the wall. Leaking from unit 3 into unit 4.  
Contractors: All Star and Five Star - Water Remediation work  
and Put Back restoration work. Total estimated cost to complete this project  
\$23,784.00.  
(Completion of work postponed until SIP has been lifted).
3. Concrete work due to tripping Hazards – Contractor: Five Star – Completed 13  
tripper grinds along with 48 Sq ft. of concrete at 2801 PT. This section had to be  
replaced along with tree roots. For a total cost of \$3,685.00  
(Work on this project has been completed).
4. Senate Bill SB326 - Structural Engineers Inspection of Elevated Mutual components  
- Currently Flash Drives have been sent to Two Engineering Companies – FWC and  
FIG. They have toured your buildings and will be sent Jim Hogue’s Mutual 30 deck  
inspection Report once it has been completed. Both Engineering companies will  
prepare a proposal to present to the board for approval.  
(Project is on hold until the SIP has been lifted).

Mr. West reported that the cost for inspections for be as much as \$68,000 and could include destructive testing. It could be as much as 1/3 of them. Mr. West is trying to get this put into the Helsing Report. It must be done every 9 years.

Mr. Spinrod reported that it might be done over a 2-3 year period.

COORDINATORS' REPORTS

Building (Evan Spinrod)

Mr. Spinrod reported painting of the 2-story buildings will be pushed back to June.

Landscape (Linda Herron and Rebecca Pollon)

Ms. Caputo reported that the committee has done a walk-through, including looking at Linda Herron’s list of projects. The cost of that list is not known at this time. Ms. Caputo has not met with Ms. Pollon, so she doesn’t know what items MOD will do yet.

Ms. Pollon reported the landscape is in good shape. Lawns are being mowed every

other week. She doesn't expect to fall too far behind in maintenance. Once the S.I.P. is lifted, she will announce the schedule for MOD work.

Mr. Reece reported he is keeping detailed lists of each building area.

Ms. Pollon reported tree removal can be taken out of operating or reserve. The annual maintenance comes out of the operating budget.

Mr. Donner reported there is \$4,000 in the budget for tree maintenance. The Mutual is still within budget. The landscape department is working under the S.I.P. restrictions, but they are still operating.

Carpentry has been shifted to disinfecting trash enclosures, etc. The order ends in early May, so they are waiting to see what happens next. Some carpentry can't wait as it is considered a safety and habitability issue.

#### Financial (Ron Reece)

Mr. Reece reported the March preliminary financials show the YTD revenue is \$204,712 with \$141,000 in expenditures. The ending fund balance is \$446,425. In March, the Mutual is \$4,000 favorable to budget. Building maintenance, painting and insurance are the big items.

*Mr. Fantegrossi moved to certify compliance with civil code #5500 for October, November, December 2019 and January 2020. Ms. Caputo seconded and the motion carried without dissent.*

#### Social (Roseanne Wright)

No report.

#### New Resident Greeter (Al Fantegrossi)

Mr. Fantegrossi reported there are 2 new residents and he plans to visit them after the S.I.P. is lifted.

### UNFINISHED BUSINESS

None

### NEW BUSINESS

- A. Discuss Finding New Gutter Cleaning Company – Mr. Spinrod reported that the current gutter company left a mess. They wanted to charge a fee to clean up. The contract has been cancelled and the Mutual needs to find a new company. Mr. West has companies that want to bid right now.
- B. Residents Responsibility When a Water Loss Occurs – Mr. Spinrod discussed that when one unit causes water damage to another unit, it is the owner's responsibility to work with the insurance company. The resident will get the bill. Mr. Donner reported that the Mutual has a fiduciary duty to do a dry-out and put back of the sheetrock. MOD follows water restoration protocol. The resident will be invoiced for the cost of the dry-out and the put back. Nancy Bunch deals with the insurance company and walks the resident through it. There is a fee for this service, but the insurance picks up that cost. Mr. Reece asked that the president of the Mutual be copied on any

- correspondence on matters such as water damage.
- C. Budget-Paying Back \$5,000 from Reserves  
*Mr. Spinrod moved to pay back the \$5,000 borrowed from the 2019 budget for insurance to the reserves. Ms. Caputo seconded and the motion carried without dissent.*
- D. Budget-Paying Back Borrowed Funds for 2020 Insurance  
*Mr. Spinrod moved to pay back the money borrowed from the 2020 budget for insurance to the reserves. Ms. Hines seconded and the motion carried without dissent.*
- E. Adopt Voting & Election Rules – Mr. Spinrod advised the Board that they can hire an outside company to do the counting of the ballots, etc.  
*Mr. Spinrod moved to adopt the Voting and Election Rules. Ms. Caputo seconded and the motion carried without dissent.*
- F. Appoint Inspector of Elections – Mike McLaughlin  
Mr. Spinrod advised the Board that he will do the election for Mr. McLaughlin's Mutual, Mutual Twenty-Nine.  
*Ms. Caputo moved to appoint Mike McLaughlin as the Inspector of Elections for Mutual Thirty. Mr. Spinrod seconded and the motion carried without dissent.*
- G. Mandatory toilet angle irons or valves to be replaced upon the sale of the manor as a way to reduce leaks and water damage. Ms. Caputo reported that angle valves can leak. They are old. Mr. West reported that the supply line or angle stop that are more than 10 years old should be replaced. They are on braided supply lines for toilets, faucets, and laundry rooms. Angle stops are the valves that shut off water to the toilet.  
*Ms. Caputo moved to place in the Mutuals's policies that at close of escrow all angle stops and supply lines in the unit must be replaced with new Quarter Turn Angle Stops and Braided Supply Lines if over 10 years old. Mr. Spinrod seconded and the motion carried without dissent.*
- H. Cost Savings to Landscape Due to Reduction in Services- Ms. Pollon reported there is no savings because they are still working.

## ADJOURNMENT

Having no further business, the meeting adjourned at 10:45 a.m.



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Anne Paone, Assistant Secretary  
Walnut Creek Mutual Thirty