

MINUTES
WALNUT CREEK MUTUAL NO. THIRTY
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, JANUARY 11, 2023 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, January 11, 2023 at 9:30 a.m. via ZOOM.

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

EXCUSED: None

MOD staff was represented by Paul Donner, Director of Mutual Operations-arrived at 10:42 due to prior meeting; Rick West, Building Maintenance Manager; and Anne Paone, Administrative Secretary.
John Tawaststjerna, Landscape Manager – Excused

President Spinrod welcomed nine residents in attendance.

APPROVAL OF MINUTES

Mr. Spinrod asked for any corrections to the minutes of the regular meeting of October 12, 2022, the Annual Meeting of September 21, 2022 and the Organizational Meeting of September 21, 2022. Hearing none, he declared them approved as written and reviewed.

RESIDENTS' FORUM

Resident mentioned that coyotes have been seen by the trash enclosure. She asked if anything could be done as they might be dangerous. A discussion followed regarding using a heavier lid on the trash bin to prevent coyotes from gaining easy access to food.

MOD REPORTS

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

Work is in Progress

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 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 OK TO PROCEED WITH WORK 12-2-22 RW.

Work is in Progress

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 OK TO PROCEED WITH WORK 7-20-22 RW.

Work is in Progress

Mr. West reported that Welcome is cleaning gutters.

COORDINATORS' REPORTS

Building (Evan Spinrod)

Mr. Spinrod reported the garbage enclosures will be more expensive than everyone thought. 2885 Ptarmigan #2 has a deck that normally would not be the responsibility of the Mutual, but it is on a hill and the deck was built with it, so the Mutual is taking responsibility for it. 5-Star power washed and sanded it.

The Mutual is having problems with woodpeckers. Mr. Spinrod called a wildlife company to ask what could be done. He will get an estimate. He also put out some owls. He will hang some mobiles in other areas, too.

Mr. West reported that sometimes they can have trees closest to the building sprayed so they don't produce acorns. They sterilize the tree. It doesn't hurt the trees. Woodpeckers don't like to travel too far with acorns. Some residents do not like this procedure. The Board will look at all options.

Landscape (Lynda Caputo/John Tawaststjerna)

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

Since the October meeting, given the time of year, basically nothing has happened regarding landscaping other than to shut off the irrigation water. Regular maintenance work by Terra Landscape continues, most recently there being a focus on clearing the storm drains. Once the weather lets up winter pruning will begin.

Coming up we have several items that require your attention:

1. Removal of Monterey Pine Tree behind 2913 #2. This tree is diseased and half dead and with all this rain, perhaps in danger of falling. Last year we reported that a cost of \$4800 was available from the tree portion of the Landscape Budget for this particular removal. However, that expense would put us over for the Overall Budget and the Board decided not to approve this expenditure. I recently spoke to Joe Mattos of Quality Tree and he said he would honor this amount (even though it is more of a \$6800 job) because of our good relationship. This work will require a permit from the City of Walnut Creek, cost unknown. We request approval by the Board for this expenditure and immediate start to this work as soon as the permit is pulled.
2. The MOD Crew will be here for approximately nine days in March. Their first priority will be to spread hundreds of yards of mulch at all the planting beds in Area B (Bldgs 2877 to 2901 plus the park). Based on last year's schedule this should take up about five of the nine days. The cost of the material is all that we pay for (last year it was \$9,000) as the labor portion is included in the monthly fee that we pay MOD every month. Our Rehab Landscape Budget is \$15,000.
3. Assuming that these are correct numbers and time frames, we recommend the remainder of the Crew's time be spent on lawn replacement at Bldg. 2801. Please see suggested plan attached. Again, we pay for only materials, not labor, and there would be \$6,000 available for this project. We request approval from the Board for this project NTE \$6,000.
4. We have a total of 19 fruit trees that create a terrible mess at walkways and on asphalt. See attached site plan. We are looking into having the trees sprayed in the Spring to prevent them from bearing fruit. A verbal estimate was received for up to \$400 per tree, which would exceed the \$5200 available from the tree portion of the Landscape Budget after the Monterey Pine is removed. Once we receive a written estimate, we will submit it to the Board to approve the expenditure. The problem here is that the work must be done before the Board's next meeting in April. Please consider what you are willing to approve at this time based on the information provided.
5. We anticipate more lawn replacements to occur in 2023 and thank you for the expanded budget to do so. The design will be similar to what we did last year between the two carport buildings and what is proposed now for Bldg 2801. Basically, this means replacing all the lawns at the fronts of the two story buildings as you come into the Entry starting at Bldg 2801 and going through to Bldg 2841. This cannot all be accomplished in 2023 because of budget restrictions. We will be contracting much of this work out to Terra Landscape

because we do not have enough of MOD Crew's time to accomplish. At this time, we request your approval of the general design of these areas.

The Board was emailed a suggested plan.

Mr. Spinrod moved to approve the removal of Monterey Pine Tree behind 2913 #2 in the amount of \$4,800 to be done by Quality Tree Service. Ms. Reiter seconded and the motion carried without dissent.

A voice vote was taken: Spinrod-y, Hines-y, Reiter-y, Rice-y, Odegaard-y

Ms. Caputo reported that they will do mulching. The Board agreed to move forward with the gravel as suggested by Ms. Caputo. This creates a buffer and an area for pets to take care of business.

The Board discussed the issue of trees dropping fruit on a resident's patio. Ms. Caputo reported that she will take care of this matter.

Financial

Ms. Reiter emailed the Board her report with the figures from the November financials.

Mr. Spinrod read her report to the membership. Ms. Reiter had some temporary computer problems and was not in the meeting at this time.

The ending balance for the operating fund in November was \$124,685 and the reserve fund was \$508,164.

Ms. Reiter rejoined the meeting.

Mr. Spinrod moved to purchase a CD in the amount of \$250,000 or less for a term of 12 months. Ms. Hines seconded and the motion carried without dissent.

A voice vote was taken: Spinrod-y, Hines-y, Reiter-y, Rice-y, Odegaard-y

Mr. Spinrod moved to approve the Board's compliance with civil code #5500 for the November financials. Ms. Odegaard seconded and the motion carried without dissent.

A voice vote was taken: Spinrod-y, Hines-y, Reiter-y, Rice-y, Odegaard-y

Social (TBD)

The Social Committee still send to find a chair. The soup lunch will take place at the Dollar Clubhouse on February 13th.

New Resident Greeter (Cheryl Hines)

Ms. Hines reported that she is caught up on greetings, except for the couple moving in today.

BOARD MEMBER REPORTS

No reports.

UNFINISHED BUSINESS

None

NEW BUSINESS

- A. Approval to Pay Back \$8,000 from the Operating Fund to the Reserve Fund (Borrowed for Insurance)

Mr. Spinrod moved to approve paying \$8,000 back to the Reserve Fund which was borrowed from the Operating Fund for insurance. Ms. Hines seconded and the motion carried without dissent.

A voice vote was taken: Spinrod-y, Hines-y, Reiter-y, Rice-y, Odegaard-y

- B. Discussion on Putting some of our Reserve Dollars into a CD – Previously discussed in meeting.
- C. Trash Areas in General and #2 Trash Area – previously discussed in meeting. Ms. Odegaard volunteered to check the recycle bins and clean the compost bin in the #2 trash area. The Board said not to do that because they can get a price for cleaning the bins 2, 3, or 4 times monthly. Ms. Odegaard will get those prices.

ADJOURNMENT

Having no further business, the meeting adjourned at 11:05 a.m.



Anne Paone, Assistant Secretary
Walnut Creek Mutual Thirty