

MINUTES  
WALNUT CREEK MUTUAL NO. THIRTY  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, JANUARY 13, 2021 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 13, 2021 at 9:30 a.m. via ZOOM.

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

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 eleven residents in attendance.

APPROVAL OF MINUTES

Mr. Spinrod asked for any corrections to the minutes of the September 16, 2020 Annual and Organizational Meetings.  
Hearing none, he declared them approved as written and reviewed.

RESIDENTS' FORUM

Resident thanked Mr. Spinrod for sending out memo regarding vaccinations.  
Resident stated dryer vents and leaf blowing are great.  
Resident asked how often dryer vents will be cleaned. Mr. Spinrod reported they can be done every few years, but an individually may have theirs done. The Mutual uses Bay Air Flow at 925.852.8918

MOD REPORTS

Mr. Donner reported that there is a reduced footprint in the office. The Alterations team is working from home. Three employees on the work order desk are working from home. Rick West will be back tomorrow. We can keep the office functioning even if there is an outbreak because we can work from home.

Mr. West reported as follows:

INFORMATION ITEMS: Work scheduled, In Progress or Completed

1. Senate Bill SB 326 - Elevated Component Structural Engineer Inspections to be completed by January 1<sup>st</sup>, 2025. Mutual 30 board selected FWC to complete their inspection process for \$16,770.00.  
The mutual board has also budgeted for any repairs that might be needed as a result of this inspection.  
(Project is scheduled to start in Spring / Summer 2021).
2. Carport Fire – All of the invoices and estimates to repair the carport were sent to PG&E.  
Repairs started once MOD received the check from PG&E for \$12,077.00.  
8 new Fire Extinguishers and Extinguisher Cabinets were installed immediately.  
Contractor: A – One Construction was hired to complete the carport repairs at a cost of \$9,645.00.  
(Project has been completed).
3. Dryer Vent Cleaning – The mutual board hired Bay Air Flow to complete the 2021 Dryer Vent Cleaning in January. Cost \$4,560.00  
  
(Only 3 units are remaining to be completed. Waiting for residents to call and schedule).
4. Gutter Cleaning – The mutual board hired Welcome Services to complete the mutuals 2021  
January Gutter Cleaning . Cost \$4,200.00.  
(Work is in progress).
5. 2893 PT #1 – Removal and replacement of 75 SQ. FT. of this units front landing concrete. Tree root intrusion is suspected to be causing the landing to crack and fail. The mutual board hired Fiver Star to complete this project which includes root removal. Estimated cost \$4,995.00.  
(Project to be completed in January).
6. 2889 PT #2 Stucco Repair – MOD was hired to complete the needed lawn mower caused repairs. Terra Landscaping will be billed directly for this repair.  
(Work in progress).

Mr. West reported that 2 new exit signs were installed by MOD>

### LANDSCAPE REPORT

Ms. Pollon reported that MOD days are paid through the coupon. The mutual only pays for the cost of items, not for the labor. In mid-March, she will work with Ms. Caputo and Mr. Reece to establish projects. In the future, the Board may request her attendance at their meetings, as she will not be attending otherwise.

## COORDINATORS' REPORTS

### Building (Evan Spinrod)

Mr. Spinrod reported that he, Ms. Caputo, and Mr. Reece will do a walk-through to check for any raised concrete issues. If anyone notices lights out in their entry, advise him. There are no building projects this year, but they do pop up unexpectedly.

### Landscape (Lynda Caputo and Ron Reece)

Ms. Caputo reported she and Mr. Reece has lists that they will review with Ms. Pollon at the end of January. Mr. Reece reported that they will have most of the juniper removed. Some pruning will also be done.

### Financial (Ron Reece)

Mr. Reece reported there are no December or year-end financials available yet.

*Mr. Reece moved to certify the financials for October and November 2020. Mr. Spinrod seconded and the motion carried without dissent.*

### Social (Roseanne Wright)

No report due to COVID-19.

### New Resident Greeter (Al Fantegrossi)

No report.

## BOARD MEMBER REPORTS

No reports.

## UNFINISHED BUSINESS

None

## NEW BUSINESS

None

## ADJOURNMENT

Having no further business, the meeting adjourned at 10:13 a.m.



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Anne Paone, Assistant Secretary  
Walnut Creek Mutual Thirty