

MINUTES  
WALNUT CREEK MUTUAL NO. THIRTY  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, OCTOBER 12, 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, October 12, 2022 at 9:30 a.m. via ZOOM.

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

EXCUSED: None

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

President Spinrod welcomed eighteen residents in attendance.

APPROVAL OF MINUTES

Mr. Spinrod asked for any corrections to the minutes of the July 13, 2022 Special Board Meeting. Hearing none, he declared them approved as written and reviewed.

RESIDENTS' FORUM

Resident thanked the Board for working so hard. She also thanked the Landscape Committee.

APPOINTMENT TO VACANCY

*Ms. Reiter moved to appoint Sarah Odegaard to fill the vacancy as a director for the term ending in 2025. Mr. Spinrod seconded and the motion carried without dissent.*  
A voice vote was taken: Spinrod-Y, Hines-Y, Reiter-Y, Rice-Y

MOD REPORTS

Mr. Donner reported they are working through the budget process. MOD contract is less than the 5% which was anticipated. The management fee is higher due to the addition of more staff. The increase will be closer to 12%.

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. Scope of work:
  - Run snake and camera sewer lines all buildings.
  - Run snake fifty lineal feet with coil tip in each sewer line with water to flush sewer line drain.
  - Run camera to inspect fifty lineal feet in each sewer line. **\$9,600.00**

**Apply Root X on sewer mainline.**

  - Carefully unscrew sewer mainline cap.
  - Carefully pour chemical down sewer mainline using funnel.
  - Pour ten gallons water to make chemical flow and treat pipe.
  - Carefully screw cap back making sure the cap does not cross thread.
  - Leave job clean and neat. **\$7,500.00**

**Total Cost \$17,100.00**

The Board elected to complete this work on an individual needed basis.

Mr. West stated that he reached out to 5 Star. They will snake and camera lines and use Root X on a case by case issue, as needed.

### COORDINATORS' REPORTS

#### Building (Evan Spinrod)

Mr. Spinrod reported there is more dry rot on the trash enclosures. He gave 5 Star the go ahead to take care of this matter.

#### Landscape (Lynda Caputo/John Tawaststjerna)

Ms. Caputo asked the Board to appoint a "go to person" as a landscape contact. Ms. Rice will be that person.

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

I believe you all received a short report from MOD Landscape Manager, John T, explaining he could not attend today's meeting. He is asking that you appoint a Board Member as his go to person for work and invoice approval as I am no longer on the Board. Following up to the Annual Report given to you three weeks ago, we now have the costs associated with the work the MOD Crew completed last month. Although I stated we had about \$6300 available in the budget and we wouldn't go over that amount, I was wrong. The cost totaled over \$6600. Rather shocking when you realize that cost was for plant material only.

The crew did do a lot of work. They planted the two areas that were recently cleared of lawn. The area between the two carport buildings has some large boulders, a mixture of drought tolerant plants and mulch. The area between Buildings 2933 and 2937 now has drought tolerant plants and lodi (gravel). Any comments I've received have been positive with about half the residents saying they prefer the mulch and half the lodi.

Come 2023 the Landscape Committee will target some other areas for similar treatment. (We have one resident in a one story building asking to replace all of his lawn with lodi. That will be quite a savings of water usage!) There are still landscape areas with spray irrigation, some of which could be converted to bubblers. We will make our recommendations to the Board prioritizing reduced water usage.

The one remaining item for 2022 is the removal of a Monterey Pine Tree on the hill at the rear of 2913 #2. This tree is beetle infested and dying. The arborist believes that it will turn brown by next year and be at risk for falling. We have \$4,850 available in the Tree line item of the budget; however, this bid is for \$5,800. So, this would put us about \$1,000 over budget.

Attached is an accounting of the entire Landscape Budget. Due to all the irrigation conversion work we did this year we are already \$1,700 over budget, so this tree work would put us at about \$2,700 over.

At the Annual Meeting we raised the question if irrigation to the lawn areas should be turned off completely. Could the Board give this some consideration?

Last but not least, thank you for recognizing the importance of addressing water conservation and approving increased funds to the Landscape Budget to devote to this expensive effort.

Mr. Spinrod stated they should wait until after the end of the year to remove the tree. Ms. Caputo agreed it can wait until then.

Mr. Spinrod suggested that the amount of irrigation to the lawns be lowered. It is currently at 80%. The Board agreed that more turf should be removed. Drought issue won't get better. Ms. Caputo will get pricing for the removal of the small strips of turf.

Mr. Spinrod reported there should be no washing of cars within the Mutual.

Mr. Spinrod reported that the Mutual is getting drought surcharges.

### Financial

Ms. Reiter reported that everything looks good.

*Ms. Reiter moved to approve the Board's compliance with civil code #5500. Ms. Odegaard seconded and the motion carried without dissent.*

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

### Social (Roseanne Wright)

Ms. Hines reported that they hope to have an October Fest. More to follow.

### New Resident Greeter (Cheryl Hines)

Ms. Hines reported meeting with four new residents.

### BOARD MEMBER REPORTS

No reports.

### UNFINISHED BUSINESS

Mr. Donner presented the draft budget for 2023. The MOD Management Fee will be \$57,845 This is an increase of 12.9%, which will be \$63.43 per manor per month. Custodial has a decrease of \$.56, which will be \$3.32 per manor per month. Insurance will increase by 65.5%, which will be \$63.46 per manor per month. Utilities will have a \$3.27 decrease, which will be \$94.64 per manor per month. Working capital will decrease by \$6.01, which will be \$34.02 per manor per month.

The final coupon amount for 2023 will be \$999.00 per manor per month, which is an increase of \$90.00 over 2022.

### NEW BUSINESS

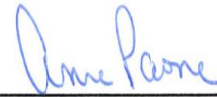
A. Approval of 2023 Budget

*Mr. Spinrod moved to approve the proposed budget for 2023 in the amount of \$999.00 per manor per month. Ms. Reiter seconded and the motion carried without dissent.*

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

### ADJOURNMENT

Having no further business, the meeting adjourned at 10:26 a.m.



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Anne Paone, Assistant Secretary  
Walnut Creek Mutual Thirty