

MINUTES
WALNUT CREEK MUTUAL NO. THIRTY
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, JANUARY 10, 2018 AT 9:30 A.M.
BOARD ROOM – GATEWAY COMPLEX
1001 GOLDEN RAIN ROAD, WALNUT CREEK, CALIFORNIA

President John Herron called to order the regular meeting of the Board of Directors of Mutual Thirty on Wednesday, January 10, 2018 at 9:30 a.m. in the Board Room, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: PRESENT: President John Herron
 Vice President Carl Pischke
 Treasurer Ron Reece
 Secretary Janet Thoele
 Director Lynda Caputo – via telephone

EXCUSED:

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 Herron welcomed five residents in attendance.

APPROVAL OF MINUTES

Mr. Herron asked for any corrections to the minutes of the September 8, 2017 special meeting of the Board of Directors and the October 11, 2017 regular meeting of the Board of Directors. Hearing none, he declared them approved as written and reviewed.

ANNOUNCEMENT

Mr. Herron announced that Janet Thoele has resigned from the Decorating Committee. He thanked her for her service.

PRESIDENT'S MESSAGE

No report

RESIDENTS' FORUM

A resident asked about gutter cleaning.
A resident asked about recycling and what items go where.

Mr. Herron reported that gutter cleaning will start next week, if it is not raining.
Mr. Donner reported that GRF hired a recycle consultant for MOD recycling. Republic Services has a consultant for dumpster audits. There will be a pilot program in February for organics (recycling food scraps).
Mr. Herron stated that all recycle bins are free. Enclosures will be checked for possible down-sizing.

MOD REPORT

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

Action items:

1. Sang Electric proposal to clean and lube electrical 76 units panels and 7 meters for the Mutual outside lights. Also a proposal for 8 garbage enclosures light fixtures. Estimate - Panels \$5,450.00 Lights \$2,050.00.

Mr. Herron moved to approve the proposal from Sang Electric in the amount of \$5,450.00 to clean and lube electrical for 76 units' panels and 7 meters for the Mutual outside lights. Mr. Pischke seconded and the motion carried without dissent.

Mr. Herron moved to approve the proposal from Sang Electric in the amount of \$2,050.00 for 8 garbage enclosures light fixtures. Mr. Pischke seconded and the motion carried without dissent.

Items Scheduled or in Progress:

1. Gutter cleaning is scheduled for January 15th - Contractor; Professional Gutter Services (cost \$3,440.00).
2. 2809 PT #6 Replacement of Breaker – Contractor Sang Electric.

Completed items:

1. New trash enclosure rebuild, due to dry rot – MOD carpentry crew (estimated cost \$3,800.00). (Completed).
2. 2833 PT #4 –Termite treatment. Contractor; Specialty Termite cost \$1,375.00. (Completed).

COORDINATORS' REPORTS

Building (Carl Pischke)

Mr. Pischke reported that a resident called him because their deck is warping. After checking with MOD, he found a history of a prior owner installing carpet on the deck without approval. It was pulled up and the glue was left on the deck. He explained to the new owner that this was her responsibility.

Mr. Pischke installed an antenna on the back of a resident's unit so the resident may use it in the operation of his HAM radio. The resident will assist the Board in an emergency.

A resident had a breaker that would not turn off. MOD will replace it.

A resident had a plug on his back deck with a broken wire. Mr. Pischke repaired it.

Emergency Preparedness (John Herron)

No report.

Landscape (Linda Herron and Rebecca Pollon)

Ms. Herron reported that the landscape is benefiting from the January storms. Thus far there has been no damage.

January means a new budget and new projects to tackle in the entry. She met with Ms.

Pollon to discuss the areas they will be working on. The Rehab Crew is scheduled to begin work in the entry in March for ten days and again in September for seven more.

- The most time-consuming project will be the area below Ptarmigan above the walkway along 2937 and 3933. She is working with Ms. Pollon to replace the junipers, eleagnus and hypericum with Mugo pines, Mt. Tam, grevillia, lantana and Mexican sage. The number of work days remaining will determine how much more they can accomplish.
- The areas along the driveways at 2893 and 2909 Ptarmigan need to be renovated.
- The bed behind the lawn at 2841 Ptarmigan will see the addition of a few shrubs.
- There are a few grevillia that need to be replaced in the front bed at 2973 Ptarmigan.
- They hope to install a small moss rock wall to prevent the erosion next to the stairway in front of 2857 #2 Ptarmigan.
- Replacing the overgrown rosemary at the end of the driveway in front of 3945 Ptarmigan is on the list.
- An additional Japanese maple will be planted at the park opposite the existing one.
- They also hope to have 2 Chinese Pistache trees planted in the front lawn at 2901 #1 Ptarmigan.

The annual tree walk with Ed Waraner was yesterday. Once the estimate is received and the list of trees to be trimmed is confirmed, Waraner will schedule the work. M. Herron requested an estimate to remove the tulip tree next to the carports across from 2925 Ptarmigan. The walkway is cracking and lifting. This requires a permit from the city. A smaller variety of tree will be planted in the space.

Director Caputo asked about the tree line item in Reserves. That money is intended as an emergency fund for removal of the large pines on the slope above the entry. The cost of removing one of these trees could exceed \$2000.

Raul is removing the last of the leaves and keeping the drains clear. He will soon begin annual pruning on some shrubs as weather allows.

Ms. Pollon read her report as follows:

LAWN MAINTENANCE: Mowing of turf will only occur 1-2 times per month in the winter due to slower growth rates and saturated soils.

TREE MAINTENANCE: Please report any broken branches or building clearance issues to Linda Herron who keeps track of tree requests.

LANDSCAPE REHAB: MOD crew days for 2018 will begin in late March. The Landscape Manager will meet with the Landscape Representative prior to that time to outline projects to be undertaken.

Financial (Ron Reece)

Mr. Reece did not have a report because he did not have the financials yet.

Social (Roseanne Wright)

Mr. Herron reported that the holiday party was attended by over 50 people. It was very successful. The soup lunch will be held on February 10th. Flyers will be posted on the trash enclosures.

New Resident Greeter (Lynda Caputo)

Ms. Caputo reported that there were no new residents to greet.

UNFINISHED BUSINESS

These items were covered in other reports.

NEW BUSINESS

Mr. Herron reported that he, Mr. Pischke, and Linda Herron checked the areas to be ground down. The money is in the budget. It will be approximately \$2,500 to do the grinding.

The lights need to be cleaned on the 2-story buildings. Mr. Herron asked Mr. West to obtain proposals.

There was a brief discussion on pricing for the electrical work. Sang Electric charges \$60 per hour and MOD charges \$70 per hour. Sang is doing the electrical panels and the 7 meters discussed in Mr. West's report. Their fees are very reasonable.

Mr. Herron asked that MOD check the garbage enclosures. The doors are not aligned. Some have dry rot. He reported that the work will not be done until the Board receives the report on down-sizing of the enclosures.

Mr. Herron reported that the fences between the Santa Clara patios need to be replaced. They would be replaced with a redwood fence and it would just age naturally. There are about 6-7 that need to be done. MOD will take a look and report back to the Board.

ADJOURNMENT

Having no further business, the meeting adjourned at 10:25 a.m.

/s/ _____
Anne Paone, Assistant Secretary
Walnut Creek Mutual No. Thirty