

due to roofing. The Mutual will have an asphalt project to do.

MOD REPORT

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

WORK IN PROGRESS:

1. MOD has put Phase III Roofing project out to bid for buildings #2945 and #2937.

Follow up:

2. Sidewalk concrete replacement Estimate (present to the Board).
3. Welcome Services scheduled to begin gutter cleaning.
4. Welcome Services will be conducting Dryer Vent cleaning in January.
5. 2857 PT #3 – Manor flooding. (completed 12/17/15).
6. Park Railing painting (Completed).

BOARD MEMBERS' REPORTS

No reports.

COORDINATORS' REPORTS

Building (Carl Pischke)

Mr. Pischke asked Mr. West to have the roof at 2909 Ptarmigan #2 inspected due to a roof leak in the unit. Mr. West said it had previously been inspected. A bubble was found, but there was no water in it. He will have it inspected again. Mr. Herron reported that Sorenson did the roofs and found old water damage. MOD had to repair it at a cost of \$12,000. The Mutual is trying to recover this amount under the warranty. Mr. West will check on the status.

Emergency Preparedness (John Herron)

Mr. Herron reported that the Mutual is stocking up on a few more supplies. They already have walkers and a wheelchair. These items are available to residents that have fallen or have had a hip operation. Rossmoor Medical Center is still loaning out walkers and wheelchairs, but there are no more bedside potties. Mr. Sanderson, a resident, asked if the Mutual uses a form for the borrowing

resident to sign. This will release the Mutual from liability if the chair or walker is not in perfect condition and somehow fails. The Board agreed that this is a good idea.

Landscape (Linda Herron) – Ms. Herron reported that she will be meeting with Rich Perona next month to determine what projects the rehab crew will do for this year. This year the crew will be led by Jose Alvarez. Ms. Herron reported that she is hoping to continue the moss rock wall that runs along the sidewalk below Ptarmigan Drive and take it down to 2937 #1 Ptarmigan. Ms. Herron would also like to complete the project on the hills behind the Santa Claras. This would include adding shrubs in the bare spots behind 2941 and 2945. There will also be a discussion with Mr. Perona about the possibility of adding some live oaks behind the aging Monterey Pines.

The annual tree inspection walk with Mr. Perona and Mr. Waraner will be next month and tree work will be scheduled to be completed by the end of March.

Raul is removing the last of the leaves, keeping the drains clear and beginning annual pruning on some shrubs as weather allows.

Financial (Harriet-Lee Keller)

Mr. Donner reported that per the November financials, the Mutual's overall financial health looks good.

There is \$53,085 in the operating fund. The reserves fund has \$299,858. The Mutual is \$5,616 under budget and this should follow through December. Mr. Herron reported that the Mutual is over budget on carpentry and painting. Building maintenance is over budget by \$2,000 and plumbing is over budget by \$3,857. This is due to a rash of leaks in walls. The Mutual is over \$15,000 in reserves due to roofing problems.

Ms. Caputo moved to give the President the authority to sign the roof contract up to \$35,000. Ms. Keller seconded and the motion carried without dissent.

Social (Roseanne Wright) – Mr. Herron reported that the soup lunch will be held on February 13. The Christmas Holiday Lunch was well attended. Everyone had a good time. The caterer, Hamilton, has retired. Ms. Wright will find someone new to cater the events.

New Resident Greeter (Lynda Caputo) – Ms. Caputo reported that the new resident she greeted is attending this meeting. He was welcomed. Mr. and Mrs. Wren are still in the process of moving in. They will call her once they are at the residence.

UNFINISHED BUSINESS

Mr. Herron reported that he has the work order list. Rick West spent time with Nancy Bunch cleaning up the list. Currently, Mr. West has one bid for the 2016 roofing project. The bid is from All Season Roofing in the amount of \$27,265 for 2 Santa Claras. It does not include MOD's price to shore up the roofs. Gutters will be installed all around the building.

Mr. Herron reported that water usage on the December bill has dropped 43% from 2013. The Mutual and residents still need to conserve water. Last year \$45,000 was budgeted and the Mutual spent about \$43,000. EBMUD is still charging surcharges to pump water from the reservoir in Sacramento.

Mr. Herron reported that gutter cleaning has not started yet because of the rain. They should start soon. The Mutual is advised of any needed repairs and either MOD does the repairs or the Mutual can get an outside contractor.

NEW BUSINESS

Mr. Herron discussed smoke alarms and was advised by Mr. Donner that if a resident gets a permit from the City of Walnut Creek, they will need to install new smoke detectors with the 10-year battery. Currently, the Mutual replaces the batteries. It costs the Mutual about \$200 with Mr. Herron and other residents helping.

Mr. Herron reported that Welcome Building will clean the dryer vents and will call everyone to schedule the cleaning. They clean the roof vent and inside the unit behind the dryer.

ADJOURNMENT

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

/s/ _____
Lynda Caputo, Secretary
Walnut Creek Mutual No. Thirty