

MINUTES
WALNUT CREEK MUTUAL NO. THIRTY
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, OCTOBER 14, 2015 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, October 14, 2015 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 Harriet-Lee Keller
 Director Janet Thoele

EXCUSED: Secretary Lynda Caputo

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

President Herron welcomed seven residents in attendance.

APPROVAL OF MINUTES

Mr. Herron asked for any corrections to the minutes of the July 8, 2015, regular meeting of the Board of Directors. Hearing none, he declared them approved as written and reviewed.

PRESIDENT'S MESSAGE

None

RESIDENTS' FORUM

Resident, Barbara Riggio, requested that the Mutual reimburse her in the amount of \$50.00 for her contribution for lighting that was installed by her unit. She had contacted Mr. Pischke and he installed the light. Additionally, Ms. Riggio is concerned that the plant by her building grows quickly and then blocks the light. She would like the plant/bush trimmed on a schedule.

MOD REPORT

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

WORK IN PROGRESS:

1. 2897 PT #2 – Steamatic investigation into kitchen vinyl moisture. No interior wall leaks found. Resident to summit to Insurance Co.

Follow up:

1. Sidewalk concrete walk through will be scheduled. (Work to be performed in 2016).
2. MOD will be putting Phase III Roofing project out to bid for buildings #2945 and #2937 this month.
3. Welcome Services will be doing the gutter cleaning for Mutual 30 in January 2016. (With Board approval).
4. Welcome Services will be doing Dryer Vent cleaning for Mutual 30 in January 2016. Estimate \$4,484. (With Board approval).

Mr. Herron reported that the Mutual was billed for the batteries for the smoke detectors.

BOARD MEMBERS' REPORTS

No reports.

COORDINATORS' REPORTS

Building (Carl Pischke)

Mr. Pischke reported that he is testing out painting the old fire extinguisher cabinet and would like to hear what the Board thinks of it. He also cleaned out some drains in the ground in anticipation of eventual rains.

Emergency Preparedness (John Herron)

Mr. Pischke reported that EPO held a Walnut Creek wide radio test. There are only 6 channels in the valley. The FCC does not monitor the higher channels, so it was recommended that those channels be used. They are currently using channel 9. Mr. West suggested not using channel 17, as this is the channel that truckers use.

Mr. Herron reported that residents should keep enough emergency supplies for 3-7 days. They would need items such as water, medicines, food, flashlights and should keep shoes by their bed. GRF and MOD are very well prepared. The residents should listen to MOD if they give instructions. The Mutual has wheelchairs, walkers, extra food and water.

Landscape (Linda Herron) – Ms. Herron reported that Waraner Brothers Tree Service recently pruned dead wood out of three trees and elevated the big oak to prevent damage from truck traffic. The lawns were fertilized a couple of weeks ago as part of scheduled lawn care by Terra Landscape. Raul is completing shrub pruning just in time to begin leaf season that will take up the majority of his time for the remainder of the year. He has also been alerted to check the big ditch on the slope above the Santa Clara's prior to the much anticipated visit by El Nino.

In response to a request by Director Caputo, Ms. Herron provided each of the Board members with a description of future rehab work. She welcomes any questions and/or suggestions.

Financial (Harriet-Lee Keller)

Mr. Donner reported that there is \$47,532 in the operating fund. The reserves fund has \$287,882. The Mutual is \$200 under budget. Water is \$1,500 under budget. Everything looks very good.

Mr. Herron reported that the Mutual accounts are now at City National Bank. The bank fees charged to date are \$2,296. Mechanics Bank charged fees, but there will be no bank fees with City National.

Social (Roseanne Wright) – Ms. Wright reported the home tours will take place on October 25. Currently, there are 4 homes to show. The final number will be available next week along with a schedule. Refreshments will be available at the park after the tours.

New Resident Greeter (Lynda Caputo) – Per Mr. Herron, Lynda will visit the 2 new residents at a later date.

The Board offered condolences regarding the passing of a resident's mother.

UNFINISHED BUSINESS

None

NEW BUSINESS

Mr. Herron reported that Welcome Building will clean the gutters for \$3,768. He would like Welcome to advise the Mutual of any downspouts that are plugged or any broken or damaged roof tiles. The roofs will be checked prior to the gutter cleaning and then again after the cleaning.

Mr. Herron reported that the dryer vents were last cleaned in 2008. It is recommended that they be cleaned every five years. Welcome did the cleaning at that time. Mr. Herron recommends that it be done again. Each manor should do it, but for fire safety reasons, Mr. Herron would like the Mutual to do it. The money is in the budget.

Ms. Keller moved to approve the proposal from Welcome Building in the amount of \$4,484 for dryer vent cleaning. Mr. Pischke seconded and the motion carried without dissent.

Mr. Pischke reported that two buildings will be reroofed next year. They are 2945 and 2937 Ptarmigan. Mr. West commented that they will go out to bid soon. Mr. Herron responded that the Board will have the bids by January and can vote on this matter at that time.

Mr. Herron reported that the sign at the front of the park is deteriorating and would like a bid from MOD to replace it. The post is fine.

Mr. Herron reported that 2801 Ptarmigan will have a possible concrete replacement

next year due to root problems. Mr. Herron would like MOD to look at sidewalks and give an estimate

to the Board. Additionally, the rails in the park need to be sanded and repainted, so Mr. Herron would like a cost for that work.

Mr. Herron reminded the Board that there will be a retirement reception for Warren Salmons in the Fireside Room on November 20th between 1:00-3:00 p.m.

The Board reviewed the 2016 budget numbers for each category. Mr. Herron called for a motion.

Ms. Keller moved to approve the 2016 budget as presented with an increase to the monthly assessments of \$15.00. Ms. Thoele seconded and the motion carried without dissent.

The 2016 coupon will be \$597.00.

Mr. Herron reminded the Board to note their calendars with the Board meeting dates for 2016.

ADJOURNMENT

Having no further business, the meeting adjourned at 10:28 a.m.

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