

FIFTH WALNUT CREEK MUTUAL

BOARD OF DIRECTORS REGULAR MEETING

Friday, November 17, 2023 at 11:00 a.m.

**Gateway Clubhouse – Board Room
1001 Golden Rain Road, Walnut Creek, CA 94595**

MINUTES

1. **Call to Order**

2. **Roll Call of Directors**

Sandra Lew – President
Joy Todd – Vice President
Mary Fielder – Treasurer
Marlene Farrell – Secretary
Nancy Valencia – Director-at-Large

MOD Staff

Rick West – Building Maintenance Manager
John Tawaststjerna – Landscape Manager
Victoria Thomas – Board Services Coordinator

3. **Members' Forum** – *Sandra Lew*

Residents were afforded the opportunity to express their concerns, make comments, or have questions for the Board. No comments were made.

4. **Approval of Minutes**

- a. Board of Directors Regular Meeting Minutes – September 15, 2023
- b. Board of Directors Special Meeting Minutes – October 12, 2023

Approval of the Minutes was deferred to the January 19, 2024 Board of Directors Regular Meeting

5. **President's Report** – *Sandra Lew*

No report.

6. **Vice-President's Report** – *Joy Todd*

No report.

7. **Secretary's Report** – *Marlene Farrell*

No report.

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8. Treasurer's Report – *Mary Fielder*

	Operating Fund			Reserve Fund			Total Actuals
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Revenues	17333	17333	0	11024	10153	872	
Expenses:							
Golden Rain Foundation	5939	5939	0				
MOD Management Fees	1200	1200	0				
Building Maint & Public Works	1251	1551	300	2743	8744	6001	
Carpentry	160	292	132	300	1640	1340	
Deck Expense				2443	4363	1920	
Termite Control	0	42	42				
Power Wash	0	83	83				
Doors, Windows, Hardware	0	8	8				
Painting	35	42	42	0	2333	2333	
Roofing	0	8	8				
Sheet Metal/Gutter Repair	0	42	42	0	42	42	
Gutter Cleaning	0	375	375				
Rain Leaks	66	67	1				
Electrical	0	8	8	0	167	167	
Lighting	0	67	67	0	25	25	
Plumbing	990	417	-573				
Fire Safety	0	100	100	0	133	133	
Landscape Maintenance	1174	1237	63	137	337	200	
MOD Contracted Services	522	522	0				
Grounds/Entry Maintenance	467	481	14				
Tree Removal/Maintenance	0	167	167	85		-85	
Rehabilitation	0			0	268	268	
Pest Control	185	67	-118				
Irrigation	0			52	69	7	
Elevator Maintenance & Repairs	169	155	-14	0	83	83	
Custodial Services	107	407	300				
Insurance	4070	3948	-122				
Utilities	3010	2632	-378				
Trash Pick Up	338	350	12				
Solid Waste Disposal	67	72	5				
PG&E	150	170	20				
Water	2455	1910	-545				
Telephone	0	130	130				
Professional Services	0	243	243	58	58	0	
Other General & Administration	0	23	23				
Federal/State Tax Expense				115	0	-115	
Total Expenses	16921	17335	414	3053	9223	7170	
Excess/Deficit Rev over Exp			414			7170	

Motion to certify compliance with Civil Code §5500.

Motion made by Lew, seconded, by Valencia, to certify the compliance with Civil Code 5500 with the financials. Approved by unanimous vote. (5-0)

9. Committee Reports

a. Landscape Committee – *John Tawaststjerna/Joy Todd*

Some of the oak and redwood trees by the courtyard and building 1209 have been approved for pruning. It is scheduled for two-three weeks out.

MOD workdays are potentially scheduled for December 6, 2023. Residents need to email Lew any landscaping work they want done. All requests must be in writing to allow for Lew to have a record of requests.

Irrigation water controllers have been turned off for the winter months. If there is a period of time wherein there is no rain the water controllers will be turned back on.

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 b. Building Maintenance – *Rick West*

Action Items: Proposals for review or approval

- Gutter and downspout replacement for buildings 1255, 1209, and 1221
Contractors bidding on this project: Mendoza Roofing, Fiala Roofing, and Timberline Roofing
- Fiala Roofing finalizing bid will present to the Board following Thanksgiving

Informational Items: Work scheduled, in progress, or completed

- Contractor: GBG - Balconies completed: 1221 AS 4C / 1221 AS 3C / 1221 AS 3A / 1221 AS 2B
- 1209 Avenida Sevilla Unit 2B – Scheduled for the first week of December
- 1209 Avenida Sevilla Unit 1B – Scheduled for the first week of December
- 1221 Avenida Sevilla Unit 3B – LVRM balcony – Scheduled for Mid-December – Total \$9,208.09
- 1221 Avenida Sevilla Unit 3B – Den balcony – Scheduled for Mid-December – Total \$9,151.70

 c. Budget and Finance – *Mary Fielder*
WALNUT CREEK FIFTH MUTUAL
For Year 2023

	OPERATING FUND											
	Budget	January	February	March	April	May	June	July	August	September	October	November
Total Revenues	17,333	17,333	17,333	17,333	17,333	17,333	17,333	17,333	17,333	17,333	17,333	17,333
Expenses:												
Golden Rain Foundation	5,939	5,939	5,939	5,939	5,939	5,939	5,939	5,939	5,939	5,939	5,939	5,939
MOD Management Fees	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
Building Maint&Public Works	1,551	1,321	636	2,521	3,567	2,248	868	1,986	-2,709	185	1,251	
Carpentry	292	40	216	120	40	120	80	345	562	120	160	
Termite Control	42	0	0	0	0	0	0	0	0	0	0	
Power Wash	83	0	0	0	0	0	0	0	0	0	0	
Doors, Windows,Hdwr	8	0	0	0	0	0	65	65	325	0	0	
Painting	42	0	0	0	0	60	0	80	697	0	35	
Roofing	8	0	0	0	0	0	0	0	0	0	0	
Sheet Metal/Gutter Repair	42	0	0	0	246	0	0	0	0	0	0	
Gutter Cleaning	375	0	0	0	0	0	0	0	0	0	0	
Rain Leaks	67	1,312	82	2268	1202	2068	40	40	-1707	0	66	
Electrical	8	0	0	0	0	0	0	0	0	0	0	
Lighting	67	68	68	88	2118	0	65	608	-2,585	0	0	
Plumbing	417	0	250	0	-40	0	0	888	0	65	990	
Fire Safety	100	0	19	65	0	0	618	0	0	0	0	
Landscape Maintenance	1,237	989	989	989	989	989	989	989	989	989	1,174	
MOD Contracted Services	522	522	522	522	522	522	522	522	522	522	522	
Grounds/Entry Maint	481	467	467	467	467	467	467	467	467	467	467	
Tree Removal/Maint	167	0	0	0	0	0	0	0	0	0	0	
Rehabilitation		0	0	0	0	0	0	0	0	0	0	
Pest Control	67	0	0	0	0	0	0	0	0	0	185	
Irrigation		0	0	0	0	0	0	0	0	0	0	
Elevator Maint & Repair	155	169	30	155	-779	169	0	169	169	269	169	
Custodial Services	407	353	353	353	353	353	353	599	353	353	107	
Insurance	3,948	4,067	4,072	4,074	4,070	4,070	4,070	4,784	4,070	1,601	4,070	
Utilities	2,632	424	-1,629	537	2,031	592	3,655	591	4,329	609	3,010	
Trash Pick Up	350	321	321	388	338	338	338	338	338	338	338	
Solid Waste Disposal	72	60	64	70	95	73	66	56	94	67	67	
PG&E	170	43	224	128	158	181	171	197	180	203	150	
Water	1,910	0	1,722	0	1,439	0	3,080	0	3,716	0	2,455	
Telephone	130	0	-3,959	0	0	0	0	0	0	0	0	
Professional Services	243	0	0	0	0	0	0	0	0	0	0	
Other General & Admin.	23	35	0	44	0	0	0	45	0	0	0	
Total Expenses	17,335	14,597	11,590	15,657	17,370	15,561	17,074	16,273	14,349	11,145	16,921	
Excess/Deficit		2,738	5,745	1,678	-35	1,773	261	1,082	2,995	6,210	414	
BALANCE		68,795	71,532	78,951	78,915	80,688	80,948	82,008	85,002	91,191	91,603	

FIFTH WALNUT CREEK MUTUAL
**WALNUT CREEK MUTUAL FIVE
 For Year 2023
 RESERVE FUND**

	Budget	January	February	March	April	May	June	July	August	Sept.	Oct.	Nov.
Total Revenues	10,153	10,608	10,665	10,683	10,791	10,761	10,818	10,856	10,933	11,001	11,024	
Expenses:												
Building Maint/Public Wks	8,744	120	17,975	9,641	1,536	2,248	80	180	4,580	120	2,743	
Carpentry	1,640	120	300	960	180	120	80	180			300	
Decks	4,363	0	17,640	8681	0	0	0			120	2443	
Doors, Windows,Hdwr		0	0	0	0	0	0					
Painting	2,334	0	0	0	0	0	0					
Roofing		0	0	0	0	0	0					
Sheet Metal/Gutter	42	0	0	0	1580	0	0					
Gutters		0	0	0	0	0	0					
Rain Leaks		0	0	0	0	0	0		1,995			
Electrical	167	0	*65HVAC?	0	0	0	0		10			
Lighting	25	0	0	0	0	0	0		2,585			
Plumbing		0	0	0	0	0	0					
Fire Safety	134	0	0	0	0	0	0					
Landscape Maintenance	337	20	20	667	592	20	84	52	52	52	137	
Tree Removal/Maint		0	0	0	540	0	0				85	
Rehabilitation	268	0	0	324	0	0	0					
Pest Control		0	0	0	0	0	0					
Irrigation	67	20	20	324	52	20	84	52	52	52	52	
Elevator Maint & Repair	84	0	0	0	0	0	0					
Professional Services	58	58	58	58	58	58	58	58	58	58	58	
Reserve Study	58	58	58	58	58	58	58	58	58	58	58	
Other General & Admin.		0	0	0	0	0	0					
Federal/State Tax Expense												115
Total Expenses	9,223	198	18,053	10,366	2,186	10,563	9	290	4,690	230	3,053	
Excess/Deficit		9,025	-8,830	-1,143	7,037	-1,340	9,001	8,933	4,690	8,993	7,170	
BALANCE		204,075	207,096	207,414	204,075	226,582	237,178	247,743	253,987	264,757	272,728	

Recommendation: The Board of Directors certifies compliance with Civil Code §5500.

*Motion made by Lew, seconded by Valencia, to certify compliance with Civil Code §5500.
 Approved by unanimous vote. (5-0)*

- d. Alterations Committee – Marlene Farrell

10. Old Business

11. New Business

- a. Sub-Floor Inspections

It was discovered during the inspection that there are rodents and damage to the sewage pipe. All three buildings’ sub-floors may now need to be inspected. West will contact Five Star to assist with removing the rodents. West will bring the estimate to the January Board meeting.

- b. Ridwell Plastic Bags Recycling
 Topic deferred.

- 12. **Announcements** – The next scheduled meeting is the Board of Directors Regular Meeting which will be held on Friday, January 19, 2024, at 11:00 a.m. in the Board Room at the Gateway Clubhouse.

- 13. **Adjournment** – The meeting was adjourned at 11:37 a.m. If necessary for legal issues, contracts, disciplinary hearings, personnel issues, delinquencies, or foreclosures.