



**BOARD OF DIRECTORS REGULAR MEETING  
MINUTES**

Friday, September 15, 2023 at 11:00 a.m.

Gateway Clubhouse – Board Room  
1001 Golden Rain Road, Walnut Creek, CA 94596

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**MINUTES**

**Call to Order**

President Lew called the meeting to order at 11:04 a.m.

**Roll Call of Directors**

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

**Also Present:**

Victoria Thomas, Board Services Coordinator

**Members' Forum**

Members were afforded the opportunity to express their concerns, make comments, or have questions for the Board. There were no comments.

**Consent Calendar**

a. Board of Directors Regular Meeting Minutes – July 21, 2023

*Motion made by Lew, seconded by Farrell, to approve the Board of Directors Meeting Minutes as posted. Approved by unanimous vote. (4-0)*

**President's Report**

No report.

**Vice President's Report**

No report.

**Secretary's Report**

No report.

**Treasurer's Report**

No report.

**Landscape Committee Report**

Landscaping plans to trim trees that are too close to the building as it is a fire hazard. Next year landscaping plans to remove two pine trees. Lew will request an arborist for tree trimming.



FIFTH WALNUT CREEK MUTUAL

**Building Maintenance Report**

Action Items: Proposals for review or Approval

Gutter and Downspout Replacement for Buildings 1255 / 1209 / 1221

Contractors bidding on this project: Mendoza Roofing / Fiala Roofing / Timberline Roofing  
Out to Bid

Informational Items: Work scheduled, In Progress or Completed

Contractor: GBG - Balconies Completed. 1221 AS 4C / 1221 AS 3C / 1221 AS 3A / 1221 AS 2B / 1221 Avenida Sevilla Unit 3B - LVRM balcony: 72549 Rossmoor - Mutual 5 - Deck coating repair proposal.

Remove approx. 158SF of existing Dura-deck membrane from balcony deck and dispose.

Install (new) sheet metal flashings - 24gauge Bonderized deck to wall, edge metal, and outside corner saddles at balcony deck, wet set-in polyurethane sealant and fastened with galvanized fasteners.

Apply approx. 158SF of (new) Excel-Coat #300 Topcoat - (2) coats. Color To be Spanish Brown. Install (new) 2ply 60min building paper at lower deck walls were removed and tie-into existing building envelope.

Feather in (new) stucco texture (2) times the repair amount to match existing as close as possible.

Prep and prime (new) stucco with a masonry primer.

Paint (new) stucco (2) times the repair amount to match existing color scheme - (2) coats.

Final clean-up of construction related debris. Total \$9,208.09

1221 Avenida Sevilla Unit 3B - Den balcony:

Break out approx. 22LF of existing stucco 12" around the lower perimeter walls and dispose.

Remove approx. 100SF of existing Dura-deck membrane from balcony deck and dispose.

**Budget and Finance Committee Report**

No report was presented.

**Alterations Committee Report**

No report was presented.

**Old Business**

There was none.

**New Business**

a. Reserve Study Draft Worksheet  
There was no discussion.

b. Proposed 2024 Board of Directors Regular Meeting Schedule  
*Motion was made by Valencia, seconded by Lew, to approve the proposed 2024 Board of Directors Regular Meeting Schedule. Approved by unanimous vote. (4-0)*

11:30 a.m. Marlene Farrell left the meeting.



**ROSSMOOR**  
WALNUT CREEK

FIFTH WALNUT CREEK MUTUAL

**Next Board Meeting**

The next scheduled meeting will be held on Friday, November 17, 2023 at 11:00 a.m. in the Board Room at Gateway Clubhouse.

**Adjournment**

President Lew adjourned the meeting 11:38 a.m.

**Secretary's Certificate**

I hereby certify that the foregoing is a true and correct copy of the minutes of the Board of Director's meeting.

*Victoria Thomas*

**Assistant Secretary**