



FIFTH WALNUT CREEK MUTUAL

**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

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
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 For Month Ending July 31, 2023

	Operating Fund			Reserve Fund		
	Actual	Budget	Variance	Actual	Budget	Variance
Total Revenues	17,333	17,333	0	10,856	10,153	703
Expenses:						
Golden Rain Foundation	5939	5939	0			
MOD Management Fees	1200	1200	0			
Building Maint & Public Works	1986	1551	-683	180	8744	8564
Carpentry	345	292	-53	180	1640	1460
Deck Expense	0	0	0	0	4363	4363
Termite Control	0	42	42	0		
Power Wash	0	83	83	0		
Doors, Windows, Hardware	65	8	-57	0		
Painting	80	42	-36	0	2333	2333
Roofing	0	8	8	0		
Sheet Metal/Gutter Repair		42	42	0	42	42
Gutter Cleaning	0	375	375	0		
Rain Leaks	40	67	27	0		
Electrical	0	8	8	0	167	167
Lighting	608	67	-541	0	25	25
Plumbing	888	417	-471	0		
Fire Safety	0	100	100	0	133	133
Landscape Maintenance	989	1237	248	52	337	285
MOD Contracted Services	522	522	0	0		
Grounds/Entry Maintenance	467	481	14	0		
Tree Removal/Maintenance	0	167	167	0		
Rehabilitation	0	0	0	0	268	268
Pest Control	0	67	67	0		
Irrigation	0	0	0	0	69	69
Elevator Maintenance & Repairs	169	155	-14	0	83	83
Custodial Services	599	407	-192			
Insurance	4784	3948	-806			
Utilities	591	2632	2041			
Trash Pick Up	338	350	12			
Solid Waste Disposal	56	72	16			
PG&E	197	170	-27			
Water	0	1910	1910			
Telephone	0	130	130			
Professional Services	0	243	243	58	58	0
Other General & Administration	45	23	-22			
Total Expenses	16,273	17,335	1082	290	9223	8,933
BALANCE		82,008			247,743	

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.

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



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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 – 24 gauge 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.

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.



ROSSMOOR
WALNUT CREEK

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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