

**BOARD OF DIRECTORS REGULAR MEETING
MINUTES**

Friday, May 19, 2023 at 11:00 a.m.

Gateway Clubhouse – Board Room
In Person and via Videoconference

1001 Golden Rain Road, Walnut Creek, CA 94596

Call to Order

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

Roll Call

Directors Present:

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

Also Present:

Victoria Thomas, Board Services Coordinator
Tom Hand, Chief Financial Officer
Rick West, Building Maintenance Manager
John Tawaststjerna, Landscape Manager

Members' Forum

No comments were made.

President's Report

There will be scaffolding work done on 4B as they are getting new windows and doors.

Vice President's Report

Todd reported that residents are parking in guest parking spots. Todd announced that a letter is going to be generated and mailed to all residents informing them that the guest parking spots are open to all residents and their guests in the Mutual. Fielder suggested to include the three buildings addresses in the letter.

Secretary's Report

There was no report.

Treasurer's Report

Fielder reported the Operating Fund in February showed a positive of \$5,745 and showed a positive of \$1,678 in March. At the end of March, the Operating Fund was \$78,951 and the Reserve Fund was \$207,414

*Motion was made by Lew, seconded by Valencia to certify compliance with Civil Code 5500.
Motion passed unanimously. (4-0)*



Landscape Committee Report

Nothing to report.

There was discussion on the juniper bush at Entry 2 that is blocking the ability to see other vehicles around the corner. MOD said the bush cannot be removed, but they trimmed it to allow for better visibility. The Mutual requested a mirror be placed at Entry 2, MOD denied the request but said a sign could be placed there.

Building Maintenance Report

West reported on:

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.

Install approx. 158SF of (new) expanded metal lath at balcony deck and fasten with 1" crown staples. Apply approx. 158SF of Excel-Crete cementitious deck coating over expanded metal lath. Check for low points at balcony deck and fill in as needed.

Apply approx. 158SF of (new) Excel-Coat fiber glass mat and #1 resin over (new) Excel-Crete at balcony deck and let dry 6-8hrs.

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.

Install (new) metal lath, weep screeds and corner aids where removed at balcony deck and tie-into existing. Seal all penetrations with polyurethane sealant. Apply (new) (3) course stucco system where removed at balcony deck.

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.

FIFTH WALNUT CREEK MUTUAL

Inspect existing framing and plywood substrate conditions and report any adverse conditions back to management. Cut out (1) 2ft x 2ft sections of existing dry rot 1-1/8" plywood substrate where existing downspouts ran through and dispose. Furnish and install approx. 8SF of (new) 1-1/8" CDX plywood substrate at (1) location - wet set-in construction adhesive and fastened with galvanized fasteners

Apply approx. 100SF of (new) Excel-Coat fiber glass mat and #1 resin over (new) Excel-Crete at balcony deck and let dry 6-8hrs.

Apply approx. 100SF of (new) Excel-Coat #200 non-slip texture at balcony deck and let dry 6-8hrs.

Apply approx. 100SF of (new) Excel-Coat #300 Topcoat - (2) coats. Color To be Spanish Brown.

Install (new) 2ply 60min building paper at lower deck walls where removed and tie-into existing building envelope.

Seal all penetrations with polyurethane sealant.

Apply (new) (3) course stucco system where removed at balcony deck.

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. \$9,151.70 Grand Total \$18,359.79

Motion was made by Fielder, seconded by Lew to approve both contracts totaling \$18,359.79.

Motion passed unanimously. (4-0)

INFORMATIONAL ITEMS: Work scheduled, In Progress or Completed

Sang Electric to replace the 3 Original Bollards with New Black LED Bollards. Exterior Post Lights Upgrade. This is a proposal to replace three original wooden post lights: One post light front of 1209 A/S at the guest parking lots. Two post lights in front of 1255 A/S at the guest parking lots. Repair the exposed wires behind the concrete wall. Repair the existing loose post light in front of 1221 A/S at the guest parking lots. The total estimate is \$2,050.00. Work has been Completed.

The Board requested West get two estimates for gutter leaf guards and repairing the down spouts for the three buildings. Fielder confirmed there is money in the budget for these projects. The Board requested the projects be completed by November 2023. Monies earmarked for painting railings, breezeways, and railings on back balconies. West will get estimates for the three projects and present to the Board.

Budget and Finance Committee Report

No report was presented.

Alterations Committee Report

No report was presented.

Old Business

a. 2023 Director Election

Thomas stated that the ballots were mailed out. The tabulation meeting is scheduled for June 15th with the Annual Member/Organizational Meetings scheduled for June 16th.



New Business

- a. Appoint Tom Hand as Assistant Treasurer to Fifth Walnut Creek Mutual.
Motion was made by Lew, seconded by Valencia to approve Tom hand as the Assistant Treasurer for Fifth Walnut Creek Mutual. Motion passed unanimously. (4-0).

- b. Appoint Victoria Thomas as Assistant Secretary to Fifth Walnut Creek Mutual.
Motion was made by Lew, seconded by Farrell to approve Victoria Thomas as the Assistant Secretary for Fifth Walnut Creek Mutual. Motion passed unanimously. (4-0).

Next Board Meeting

The next scheduled meeting will be the Tabulation Meeting held on Thursday, June 15, 2023 at 11:00 a.m. in the Board Room at Gateway Clubhouse, followed with the Annual Member/Organizational Meetings on June 16, 2023 at 11:00 a.m. in the Board Room at Gateway Clubhouse.

Adjournment

President Lew adjourned the meeting 11:29 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