



Walnut Creek Mutual Fifty (Mutual 50)

**BOARD MEETING MINUTES
TUESDAY, JUNE 21, 2022, AT 10:00 A.M.
FAIRWAY ROOM – CREEKSIDE
1010 STANLEY DOLLAR DR – WALNUT CREEK, CA 94595**

Call to Order

President Landeros called the Regular Meeting of the Board to order at 10:01 a.m.

Directors Present

Donna Landeros, President
Rich Johnstone, Treasurer Rodney Lee, Director at Large

Directors Absent

Joan Schwanz, Secretary

Also Present

Mutual Operations staff was represented by Paul Donner, Mutual Operations Director; Clayton Clark, building Maintenance Manager; and Lucy Limon, Board Services Coordinator.

Members Forum

Residents were afforded the opportunity to express their general concerns and make comments.
No comments were made.

Approval of Meeting Minutes

President Landeros asked if there were any additions or corrections to the following sets minutes:

- a. Regular Meeting MinutesApril 19, 2022
- b. Executive Meeting MinutesApril 18, 2022
- c. Executive Meeting Minutes May 16th, 2022

A motion was made to approve the above sets of minutes.

Moved, Seconded, Carried 3-0

President’s Report

No report was presented.

Secretarial Report

Rod Lee presented the following report for Joan Schwanz:

As you know, Abby Ogawa's term as VP ended May 31, 2022. We possibly have a replacement- we will let you know after the Board has interviewed that person next month.

Also, unfortunately, Rod Lee is resigning for personal reasons as of July 1/22. The Homeowners would like to thank both Abby and Rod for good humor, intelligence, and diligence on the M50 Board- both have contributed significantly. Abby is staying on as the co-chair of the documents committee and Rod will continue to help with informal IT support as well as being a member of the landscape committee.

Fortunately, we have a list of several people who are willing to serve in various capacities next year, but it looks like the Board this year will be only 3 or 4 people. If any other M50 homeowner has an interest in joining us, please let any of the Board members know. We will let you know next month what officer positions will be held by the remaining Board members after we have interviewed.

We need to modify the Bylaws current expiration date of officer terms May 31, because our AGM is in the middle of May, creating a 2 week "lame duck" session for the leaving officer. The easiest way is to make all terms start at the end of each AGM, and the 5 Board members can decide among themselves after each AGM who will serve in what position.

I would thus like to propose a motion:

Motion: that the Documents Committee consider changing the terms of the M50 officer positions from starting June 1 each year to starting at the end of the AGM each year. The Committee will advise the Board on the process required to make this or other Bylaw changes.

Moved, Seconded, Carried 3-0

Treasurers Report

Rich Johnstone gave the following report:

Operating Fund

- 1) Used for routine payments, such as building and landscape maintenance, insurance, utilities, and professional services.
 - 2) As of April 30, Operating expenses were 35% of the 2022 budget.
 - 3) As of April 30, the Operating Fund was \$161,949, a decrease of \$7,016 from December 31.
 - 4) Significant April expenses:
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- a) Rain leaks: \$1,571 in April. \$16,399 for January-April 2022. \$10,990 for all of 2021.
- b) Trash pick-up: During January-April 2022, M50 was charged \$8,076 by Allied Waste/Republic Services. The charge for a normal month of service (i.e., no “go back” pickups) is approximately \$1,300. Based on information received from the Accounting Department, this service is for 6 months: December 2021-May 2022.

Reserve Fund

- 1) Used mainly to pay for capital improvements in the current year and to fund capital improvements in future years
- 2) As of April 30, Reserve expenses were 9% of the 2022 budget.
- 3) As of April 30, the Reserve Fund was \$929,632, an increase of \$111,791 over December 31.
- 4) Significant April expenses:
 - a) Other professional services: \$3,371 for March and April expenses for roof assessment by Avelar. The estimated budget is \$9,560 for the Avelar inspection and report.

Bank Accounts

- 1) Mutual 50 has two checking accounts at City National Bank (CNB): One for Operating funds and the other for Reserve funds. In addition, there are two checking accounts for Project 50: One for Operating funds and the other for Reserve funds. CNB has informed the Accounting & Finance department that M50 and P50 each have \$250,000 in FDIC insurance, for a total of \$500,000.
 - 2) As of April 30, the combined balance of the M50 checking accounts was \$92,778. The combined balance of the P50 checking accounts was \$88,090.
 - 3) The remaining M50/P50 balances were \$923,424 in Reserve funds deposited in CNB Deposit Sweep accounts, which were 100% covered by FDIC insurance.
- i. Motion to certify compliance with Civil Code 5500 by review of the April 30th, 2022, Financial Report.

Moved, Seconded, Carried 3-0

Committee Reports

Buildings and Facilities

Rich Johnstone gave the following report:

Update on Roof Assessment and Tune-Ups

- a) The roof sub-committee has completed analyzing the Avelar report and has documented their comments.
- b) Planning for M50 roof tune-ups:
 - 1. Clayton Clark (MOD) will provide the committee with costs and before/after photos of Cactus Court tune-ups currently in progress. MOD is expecting to complete these tune-ups by the end of June.
 - 2. He estimates that tune-ups performed by 2 MOD roofers would cost approximately \$170/hour plus materials.
 - 3. Clayton will request MOD management to approve the use of MOD roofers for M50 tune-ups, if they are available during July - October.
 - 4. If approved by MOD management, Clayton will prepare a proposed scope of work, schedule, and estimated cost for review and approval by M50.
 - 5. Future tune-ups could be scheduled during manor rehabilitations to overlap painting and carpentry during these two projects, which should reduce overall costs.

Update on Replacement of Exterior Light Fixtures

- a) The demonstration project (installation of 7 LED light fixtures at the 5521 building) has started. A carport “jelly jar” fixture has been replaced and is providing good light. Some of the fixtures are on back-order.
- b) After the project is completed, the committee will make a recommendation to the Board regarding the installation of LED light fixtures in M50.

Status of Condo Smoke Detectors

- a) M50, M55, and P53 have hard-wired smoke detectors with exterior alarms.
- b) As preparation for a false alarm triggered by a smoke detector malfunction, residents can identify which breaker switch(es) would turn off the detector and exterior alarm.
- c) If a detector is in good working condition, a false alarm should not occur. If an alarm occurs, it should be assumed to be caused by a valid reason.
- d) Smoke detectors should be included in resale inspections. They should be cleaned, if needed, to remove dust that might trigger a false alarm.

The committee will consider selecting a new smoke detector as a possible replacement for the existing hard-wired detectors

Landscape -

Joan Schwanz gave the following report:

Seven out of the Twelve of our MOD pre-paid days are now complete for 2022. MOD removed the last of the junipers on E23 and added bubblers to small trees on the E25 hill which is driest. They also added some much-needed mulch at the end of E25 that was missed before and removed dead Rosemary at the corner of E22/23 which was fire fuel. While there, they also severely trimmed back 3 Elaeagnus bushes which had taken over the whole E22/23 corner- it looks much better!

For the next few MOD days at the end of the summer, we will have them add more bubblers to hill bushes if needed and reassess the Rosemary which has aged out.

This month Terra trimmed all the Elaeagnus in the Mutual 50, and it looks better, and the sprays from the sprinklers are no longer blocked.

Governing Documents -

No report was presented.

Old Business

- a. Motion to ratify the signing of the Shared Deductible Agreement with MOD/GRF:
Moved, Seconded, Carried 3-0
- b. Seller/Buyer Expectations – Real Estate Agents and buyers, Blue Door, Different color mulch: this month sellers real estate agents decided to paint a front door bright blue and put different colored mulch outside the condo for sale. They did not inform the Homeowner or ask for any guidelines from MOD or your Landscape Committee. The blue door will be returned to its varnished color when the varnish becomes available, at the agents cost. It seems the agents are trying to stage the outside of condos, as well as the inside! Homeowners probably know this is not allowed, but agents are taking advantage of their relationship. I would like to discuss possible solutions for this problem.
- c. Parking items to be delegated to the Governing Documents Committee: This item is tabled.
- d. Hoses on Porches and Camera Rules and Regs: This item is tabled.

New Business

- a. Possible Pickleball Letter: This item is tabled.
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- b. Newsletter: Newsletter- a volunteer, Janet Kinney, has come forward and volunteered to start a newsletter and possibly help with a social committee. I would like to discuss these two Homeowner Committees.
- c. Alteration Requiring Approvals: Rich Johnstone presented the following report:

Alterations Requiring Approvals

- The following projects can receive final review and approval by the Buildings & Facilities Committee without review and approval by the Board (so long as these projects are undertaken in accordance with plans and specifications that are consistent with the Architectural Rules in the CC&Rs):

Flooring for a ground-level unit

Like-kind replacement of any electrical appliance, excluding HVAC systems, for which the electrical requirements of the replacement do not exceed those for the replaced appliance

Replacement of window glass only or any window replacement that does not require temporary removal of exterior or interior siding or trim

For liquid and gas supply lines, replacement of needle-valve angle stops with stainless-steel ball-valve angle stops

Replacement of gas-starter wood-burning fireplace with gas-only fireplace insert, involving a sealed combustion chamber (behind tempered glass) with separate air-inflow and air-outflow connections to the outdoors, and with an electronic control that automatically shuts off gas flow if the flame is extinguished accidentally

Sunshades for decks on a ground-level unit and awnings for balconies on a upper-level unit.

Installation of an antenna or satellite dish located within the walls of a unit (does not include installation on a deck or balcony)

Screen door removal

Exterior door color

- Other projects not listed above can be reviewed and approved by the Buildings & Facilities Committee but require final review and approval by the Board. These other projects include, but shall not be limited to, the following:

Flooring for a upper-level unit (except carpet replacing carpet, which does not require an alteration permit)

Window replacement that requires temporary removal of exterior or interior siding or trim

Installation of a solar energy system

Installation of an antenna or satellite dish that is not located within the walls of a unit

A motion was made to approve the proposal above and allow the Building and Facilities committee to approve the alterations that are consistent with Architectural Rules stated in the CC&Rs.

Moved, Seconded, Carried 2-1 (Lee)

MOD Manager's Report

Paul Donner advised that the May financials will be available by Thursday. The property tax penalty has been forgiven by the county. The way in which the excess money will be distributed has not been decided on. Budget season will begin after the June financials are closed. It was also reported that Lisa Kam has been hired as the Admin Services Manager and Sofia Genova has been hired as the Business Operations Manager.

Announcements

Next scheduled meeting will be held on Tuesday, July 19th, 2022, at 10am in the Fairway Room at Creekside.

Executive Meeting Disclosure

The Board met in an executive session on Monday, April 18th to discuss legal matters, water damages, and garages.

Adjournment

The Board Meeting adjourned at 11:16 AM.

Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the minutes.

Lucy Limon

Assistant Secretary
Mutual 50