



Walnut Creek Mutual Fifty (Mutual 50)

**BOARD MEETING MINUTES  
TUESDAY, NOVEMBER 15<sup>th</sup>, 2022, AT 10:00 A.M.  
FAIRWAY ROOM – CREEKSIDE  
1010 STANLEY DOLLAR DR – WALNUT CREEK, CA 94595**

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**Call to Order**

President Landeros called the Regular Meeting of the Board to order at 10:00 a.m.

**Directors Present**

Donna Landeros, President  
Jim Bolinger, Vice President    Rich Johnstone, Treasurer

**Also Present**

Mutual Operations staff was represented by Paul Donner, Mutual Operations Director; Clayton Clark, Building Maintenance Manager; John Tawaststjerna, Landscape 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 Minutes ..... October 18<sup>th</sup>, 2022
- b. Executive Meeting Minutes ..... October 17<sup>th</sup>, 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**

No report was presented.

**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 September 30, Operating expenses were 76% of the 2022 budget.
- 3) As of September 30, the Operating Fund was \$227,001, an increase of \$58,036 from December 31.
- 4) Significant September financials: None

#### 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 September 30, Reserve expenses were 13% of the 2022 budget.
- 3) As of September 30, the Reserve Fund was \$1,094,925, a \$277,084 increase over December 31.
- 4) Significant September financials: None

#### Bank Accounts

- 1) Mutual 50 has two checking accounts at City National Bank (CNB): One for Operating funds and the other for Reserve funds.
- 2) As of September 30, the combined balance of the M50 checking accounts was \$245,835, below the \$250,000 limit for FDIC insurance coverage. The P50 checking accounts have been closed.
- 3) The remaining M50 balance was \$1,090,248 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 September 30<sup>th</sup>, 2022, Financial Report.

**Moved, Seconded, Carried 3-0**

### **Committee Reports**

#### **Buildings and Facilities**

Rich Johnstone gave the following report:

##### Update on Roof Tune-Ups

- a) The committee agreed to suspend roof tune-ups until Spring 2023 when drier and warmer weather is expected. The current cold temperatures and rain condensation make the roofs slippery, which affects roofer productivity.
- b) For the Spring tune-ups, the committee plans to hire contractors supervised by Mr. Hogue, a roofing consultant for MOD.
- c) The committee will consider doing tune-ups for the 5201 and 5213 buildings during their 2023 rehabilitations to take advantage of the lifts that will be in use.
- d) The committee will prepare recommendations for improving the tune-up process before work begins in the Spring.

##### Update on Replacement of Exterior Lighting with LED Fixtures

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- a) Clayton is obtaining current price information for the selected LED fixtures.
- b) There is \$58,000 in the 2022 and 2023 budgets for part of this project, which is scheduled to be completed in 2024. The current cost estimate for the entire project is approximately \$90,000; this estimate is likely to change with updated price information.
- c) The committee is planning to request at least 3 contractors to bid on the parts and labor for this project. After the bids have been received and evaluated, the committee will recommend a contractor, total cost, and installation schedule for Board approval.
- d) There are four types of light fixtures: Vertical wall fixture, horizontal address wall fixture, carport ceiling rafter fixture, and pagoda-style ground fixture. For the initial \$58,000 in funding, the committee is planning to install at least two of these fixtures throughout M50.

#### Status of Condo Smoke Detectors

- a) The committee consensus is the hallway AC-powered smoke detectors with exterior alarms have exceeded their useful life and should be replaced.
- b) With the assistance of the M50 attorney, the committee received a proposal from a consultant whose main focus is preventive fire safety. The consultant will be contacted to confirm they will address these questions:
  1. What is your assessment of these detectors and alarms?
  2. What does the fire code require for their maintenance?
  3. What does the fire code require for their replacement?
  4. Can AC-powered detectors be replaced with battery-operated detectors?
  5. Are exterior alarms optional or required?
- c) At the October 18 meeting, the Board approved an expenditure of up to \$5,000 for a demonstration project of a new AC-powered smoke detector with a 10-year battery backup and a wire relay to an exterior alarm bell. The demonstration will confirm whether a second ceiling junction box must be connected to the original junction box to support a wire relay to an alarm bell.
- d) There are no funds in the 2023 budget for the replacement of smoke detectors.

#### Alteration Request involving Hard-Surface Flooring in an Upper-Level Unit

- a) Currently in the owner's unit, the kitchen and nook are separated by a counter. The kitchen has vinyl flooring, and the nook has carpeting. As part of a kitchen remodel, the owner wants to remove the counter and cover the kitchen and nook floors with luxury vinyl.
- b) The issue is whether CC&R section 4.11 on Floor Coverings allows flooring other than carpet in the nook.

A motion was made to approve expenditures up to \$10,000 on a roof consultant.

**Moved, Seconded, Carried 3-0**

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A motion was made to approve alteration #48558 for hard surfaced flooring – pending the conversation Rich will have with the involved residents. Rich will report on that conversation at the next meeting.

**Moved, Seconded, Carried 3-0**

### **Landscape -**

No report was presented.

### **Governing Documents -**

No report was presented.

### **Social – AD HOC**

No report was presented.

### **Old Business**

### **New Business**

- a. Accept Resignation of Joan Schwanz: A motion was made to accept the resignation of Joan Schwanz.

**Moved, Seconded, Carried 3-0**

- b. Announce Vacant Board Position: Pursuant to the Mutual Bylaws a notice will be sent to residents allowing them 30-days to submit their nominations for the vacant Board positions. The Board will appoint a new director at a later meeting.

- c. Update on Long Term Forecast: Rich Johnstone briefly reviewed the M50 forecast and advised the residents of what projects are scheduled to take place in 2023.

### **MOD Manager's Report**

Paul Donner reported that the CEO search team will be meeting with the recruiter on Friday to review resumes. The 2023 budgets are now complete and will be mailed to residents within a couple weeks.

### **Announcements**

Next scheduled meeting will be held on Tuesday, January 17<sup>th</sup>, 2023, at 10am in the Club Room at Creekside.

### **Executive Meeting Disclosure**

The Board met in an executive session on Monday, November 14<sup>th</sup>, to discuss legal and member matters.

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**Adjournment**

The Board Meeting adjourned at 11:06 AM.

**Secretary's Certificate**

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

Lucy Limon

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Assistant Secretary  
Mutual 50