

MINUTES  
WALNUT CREEK MUTUAL NO. FIFTY-SIX  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, JANUARY 15, 2020 AT 9:30 A.M.  
BOARD ROOM – GATEWAY COMPLEX

President Robert Ward convened a regular meeting of the Board of Directors of WALNUT CREEK MUTUAL NO. FIFTY-SIX at 9:30 a.m. on Wednesday, January 15, 2020 in the Board Room of Gateway Complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL   PRESENT: Robert Ward, President  
                          Nancy Richardson, Vice President  
                          Gini Voelkel, Secretary/Treasurer

EXCUSED: None

Representing staff were Paul Donner, Director of Mutual Operations; Rick Chakoff, Chief Financial Officer; Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager; and Anne Paone, Administrative Secretary.

Thirteen residents who were present were welcomed to the meeting.

REVIEW OF MINUTES

Mr. Ward asked if there were any corrections or additions to the Annual and Organizational minutes of October 16, 2019. Hearing none, he declared them approved as written and reviewed.

RESIDENT FORUM

A resident was interested in attending an emergency preparedness meeting for the Mutual. Mr. Ward will speak to Harvey Samuels about it.

Financial Report:

Gini Voelkel reported that the December financials are not available yet.

*Ms. Richardson moved to certify the Board's compliance with Civil Code Section 5500, except for December. Ms. Voelkel seconded and the motion carried without dissent.*

COMMITTEE REPORTS

Building Maintenance – Rick West

Rick west submitted the following report to the Board:

PENDING ITEMS: Proposal review for Approval

1. MOD to straighten all the unlevel Light Poles. Any poles that require additional repairs will be sent to the board for authorization.

Project out to bid - To prep and paint all 24 of the streetlight poles.  
(Presented to the board for approval).

INFORMATION ITEMS: Work Pending, Scheduled, In Progress or Completed

1. Termite inspection, treatment and repairs on all Mutual 56 units and buildings. Contractor: Kingsway.  
(Work Has been complete).
2. Gutter / Downspout Cleaning 2019 – Contractor: Five Star. Cost \$3,200.00.  
(Work was completed in December)

Mr. Ward reported that the next project is to redo the light fixtures at the top of the poles with LED lights and to straighten the poles. Ms. Voelkel reported the cost will be about \$11,000.

Mr. Ward reported that the underfloor work is done and paid for. Another project will be to look at the fences and gates. Some need immediate attention.

Landscape – Bob Crist/Rebecca Pollon

Mr. Crist reported there are 4 MOD workdays. They will be done in the Spring to replace plants, mulch and to do some small projects. One third of the tree contract will be done this year. It is a 3-year plan with one year left next year.

Ms. Pollon submitted the following report to the Board:  
MUTUAL ANNUAL WORKSHEET  
Mutual 56-LAKESHIRE

**ANNUAL GOALS 2020**

- 1) *Continue with lawn renovations beginning with sections along Tice Creek*
- 2) *Continue with multi-year tree plan*

<b><u>LARGE PROJECTS (RESERVES)</u></b>	<b><u>\$60,000</u></b>
<b><u>AVAILABLE BUDGET</u></b>	<b><u>\$60,000</u></b>
1) Lawn removals and reshaping along Tice Creek-South entrance	
2) Lawn removals and reshaping along Tice Creek-North entrance	
3) Lawn removals and reshaping on Lakeshire north (1904-1912)	

<b><u>M.O.D DAYS (OPERATING)</u></b>	<b><u>\$5,000</u></b>
<b><u>AVAILABLE BUDGET</u></b>	<b><u>\$1,500</u></b>
1) Plant replacements	\$1,000
2) Mulch (50 yards)	\$2,500

<b><u>TREE MAINTENANCE PLAN (OPERATING)</u></b>	<b><u>\$10,500</u></b>
<b><u>AVAILABLE BUDGET</u></b>	<b><u>\$10,500</u></b>
1) Annual maintenance	TBD

<b><u>TREE RESERVES/REMOVALS (RESERVES)</u></b>	<b><u>\$15,000</u></b>
<b><u>AVAILABLE BUDGET</u></b>	<b><u>\$~1,500</u></b>
1) Multi-year tree maintenance	\$13,273 (TBD)
2) Tree removals	TBD

<b><u>IRRIGATION PLAN</u></b>	<b><u>\$2,242</u></b>
<b><u>AVAILABLE BUDGET</u></b>	<b><u>\$1,742</u></b>

Total clocks	4
Clocks older than 5 years	2
Subscription fee (~\$250 each clock older than 5 years)	\$500
Number of clocks to replace (older than 10 years)	0. Up to date until 2022

Finance – Ms. Voelkel reported the operating fund balance as of November 30<sup>th</sup> was \$44,474 and the reserve fund balance was \$165,243. Mr. Chakoff reported that the 2020 insurance is coming in over budget. It was difficult to get it placed this year. There will be ways to offset some of the extra cost. Mr. Ward reported that there is about \$30,000 more in the reserve fund than previously anticipated.

Emergency Preparedness – Mr. Ward reported that he will ask Mr. Samuels to put together some material for the future.

Ponds – Mr. Samuels had previously stated that he will serve temporarily on the Ponds Committee. Mr. Eames has stated that he would be willing to serve.

*Ms. Richardson moved to appoint Bill Eames as Ponds chair. Ms. Voelkel seconded and the motion carried without dissent.*

Social – Nancy Ward reported to everyone that the May social will be held the first week of May. She will email everyone as a reminder.

### OLD BUSINESS

Ms. Richardson reported that there will be a Town Hall Meeting with the attorney in May to explain and answer any questions about the governing documents. (CC&Rs and Bylaws) A vote will come later.

### NEW BUSINESS

Ms. Richardson reported that the Voting & Election rules have had some changes as of January 1, 2020. The Mutual needs to update their election rules. They will be sent out to the members for comments very soon.

Mr. Donner reminded the Board there is a Legal Seminar on January 29<sup>th</sup> for Board members. The attorneys will explain the new rules in depth.

### ANNOUNCEMENT

Mr. Ward announced the next meeting will be the regular Board Meeting held on April 15, 2020 in the Board Room at Gateway.

### ADJOURNMENT

Having no further business, the meeting was adjourned at 9:55 a.m.

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Anne Paone, Assistant Secretary  
Walnut Creek Mutual Fifty-Six