

MINUTES  
WALNUT CREEK MUTUAL NO. FIFTY-SIX  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, JANUARY 18, 2023 AT 10:00 A.M.  
BOARD ROOM, GATEWAY

President Robert Ward convened a regular meeting of the Board of Directors of WALNUT CREEK MUTUAL NO. FIFTY-SIX at 10:00 am on Wednesday, January 18, 2023.

ROLL CALL             PRESENT:   Robert Ward, President  
  Karen Tarkoff, Vice President  
  Nancy McClellan, Secretary/Treasurer

Representing staff were Paul Donner, Director of Mutual Operations; Rick West, Building Maintenance Manager, and Anne Paone, Administrative Secretary. John Tawaststjerna, Landscape Manager - Excused

14 residents who were present were welcomed to the meeting.

REVIEW OF MINUTES

Mr. Ward asked if there were any additional corrections or additions to the minutes of the Annual Meeting of October 19, 2022 and the Organizational Meeting of October 19, 2022 and the Special Meetings of December 2 and December 12, 2022. *Ms. Tarkoff moved to accept the minutes. Ms. McClellan seconded and the motion carried.*

FINANCIAL REPORT

Ms. McClellan gave the following report:

As of November 30, 2022 the balance in the Operating Fund was \$101,359 and the Replacement Reserve Account was \$223,588. Year-to-Date Income is currently favorable to budget due to reimbursements by GRF and Mutual Operations related to the prior year. We expect to close out the end of the year slightly under budget.

*Ms. McClellan moved to approve the September and October 2022. Mr. Ward seconded and the motion carried without dissent.*

Ms. McClellan reported that at the December Special Board meeting the bank accounts were discussed. FDIC will insure up to \$250,000. She spoke to Mechanics Bank regarding T-Bills. There are a lot of fees charged. She can set up an account with T-Bills, but the economy is changing. This is only for the short term.

*Ms. McClellan moved to rescind the original motion passed on December 21, 2022. Mr. Ward seconded and the motion carried without dissent.*

*Mr. Ward moved that the Board instruct the Treasurer, Nancy McClellan, to set up an online account with [treasurydirect.gov](http://treasurydirect.gov) and if prudent and beneficial to Mutual 56, invest amounts up to \$150,000 in short term Treasury Bills.*

*Activity to be analyzed monthly related to the then current economic situation.  
The motion carried without dissent.*

## COMMITTEE REPORTS

### Building/Maintenance – Don Jennings

- 10 of 37 three-foot tall redwood fences replaced
- Investigated feasibility of cleaning and staining old 3 feet fences (not recommended by the vendor)
  - Would require cutting back plants
  - Difficult to estimate how long the life of the fence will be extended, but not likely to be more than 3 years
    - Note that most of these fences lasted 30+ years
  - Would require cleaning and staining every 2-5 years, depending on exposure to the sun, to maintain appearance
- Privacy fences and accompanying arbors seem to be in good structural shape
- Will review the need for repair as necessary

### Fences/Arbors Recommendations and Impacts

- Recommendations
  - Continue to repair if <50% cost to replace
  - Bundle repairs and use Fresh Coat Restoration for redwood fence repairs
  - MOD contractor for front-gate and non-redwood fence repairs
  - Allow Owners to replace fences/arbors for aesthetic reasons with allowance for needed repairs at lowest cost to Mutual 56
    - Replacement fences and arbors must be consistent with Mutual 56 architectural standards
  - A&J Fencing contractor for replacements
  - No further consideration for preservatives on new fences or arbors
- Impacts
  - Provide budget of \$25,000/year for each of next 4 years for fence/arbor repair/replacement
    - Based upon replacing 27 fences over the next four years at \$3,500/fence with 5% inflation

Rick West provided the Board with the following report:

### INFORMATION ITEMS: Work scheduled in progress or completed.

1. 1203 Whitehall / 1925 Lakeshire / 1923 Lakeshire underground drainage clearing work.  
Downspout underground drains will be snaked and cleared of Debris. Change order will be issued if drain line needs to be replaced. Cost \$450 each location. Work in Progress

### Gutter and Downspout Cleaning – Contractor: Five Star Scope of Work

- Debris is to be remove from all roof deck areas and check flashings

- All debris from gutters cleaning is to be bagged and disposed of properly (never dump debris in customer's landscaping)
- All gutters/downspout systems are to be flushed. In addition, ensure all ground drain tie-ins are functioning properly. Notify Mutual Operations of any ground drain systems which are not functioning so that landscape department can be contacted, and the issue corrected.
- Ensure all gutter and downspouts are securely attached. Notify Mutual Operations if any follow up work is needed on gutters or downspouts
- Remove and replace any broken tiles related to gutter cleaning. If necessary, notify Mutual Operations of any additional roof and/or carpentry rework so that the appropriate service order can be issued. (Do not caulk the broken tiles unless it is just a chipped corner. Do not bury the broken tiles under the replaced tiles).
- Make sure the entire job site is clean of all debris.
- Comply with customer notification to let each customer know that their gutter has been cleaned.
- Under no circumstances can the customer's personal property be used; for example, do not use hoses, ladders, stools.
- Exercise care when putting up ladders and use gutter strap or blocking and rag-wrap our ladder

TOTAL \$4,700.00

Work completed December 2022

#### Landscape – Gene Voelkel

Mr. Voelkel reported that as requested all replacements have been done. The turf is not looking good. Many need to be replaced.

#### Emergency Preparedness – Harvey Samuels

Mr. Samuels reported the following:

Some say it's only a matter of time before we will experience some form of physical disaster- when it will happen---nobody knows. However, there are some reasonable Precautions each can take to lessen the consequences of a disaster-such as:

1. Have enough food, water, medications etc. to last for at least a couple of days.
2. Also have a working flashlight and extra batteries and a manual can opener.

An important consideration following a disaster is accounting for our residents. This is the role of our Mutual 56 Emergency Coordinators.

To expedite accounting, we have the following assembly locations:

LAKESHIRE HAS TWO LOCATIONS 1. Those residents living nearest the Intersection of Whitehall and Lakeshire should assemble there. 2. those living nearest to Edgewater and Lakeshire should assemble there.

Our Emergency Coordinators will determine who are missing.

Some of the missing will be away from home and others may be physically unable to Assemble.

In order to test this emergency process we think it wise to have this emergency drill and we request your brief participation.

ON MONDAY, Jan.30 at 4 P.M. assume that we have experienced a Major

Earthquake. At that time assemble so that the Emergency Coordinators can account for you. The coordinators will be wearing an orange sash or orange armband.

If you know you are going to be unable to assemble at the drill, for any reason, please Call Harvey Samuels at 925- 287-9769 in advance. Thank you.

Our Emergency Coordinators are: Edith Sandberg, Thomas Palmer, Robert Crist. Claudia Edwards, Harvey Samuels, Gene Voelkel, Cathy Robinson-Walker.

Ponds – Howard Chung

Mr. Chung reported the following:

Contract with Waterworks Industries dated April 22, 2021

- a. \$1825.00 per month
- b. Weekly monitoring
- c. Annual inspections
- d. Annual plant trimming
- e. Vaults to be checked monthly.

Problems

- a. Before Storm
  - i. Electrical at Pond 3
  - ii. Light at pond 3
  - iii. Lack of plant trimming. Was scheduled for 1/9.
- b. After Storm
  - i. Vault 3 flooding
  - ii. Over flow
- c. Dealing with Andy Truillo of Waterworks

Three ponds all have pumps. He has to stay on top of Andy Truillo.

Social – Nancy Ward

Ms. Ward reported that there will be a party on March 14<sup>th</sup>. An email will be sent with details, plus a flyer. It will be held at Bob and Nancy Wards' house. The cost will be \$20 and bring your own hors d'oeuvres.

### OLD BUSINESS

None

### NEW BUSINESS

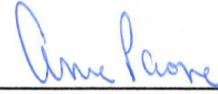
None

### RESIDENTS' FORUM

Resident reported a broken mailbox and MOD did a temporary fix.

ADJOURNMENT

Having no further business, the meeting was adjourned at 10:45 am.



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Anne Paone, Assistant Secretary  
Walnut Creek Mutual Fifty-Six