

MINUTES  
WALNUT CREEK MUTUAL NO. FIFTY-SIX  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, JANUARY 20, 2021 AT 11:00 A.M.  
ZOOM

President Robert Ward convened a regular meeting of the Board of Directors of WALNUT CREEK MUTUAL NO. FIFTY-SIX at 11:00 a.m. on Wednesday, January 20, 2021 via Zoom.

ROLL CALL   PRESENT: Robert Ward, President  
Karen Tarkoff, 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.

Ten residents who were present were welcomed to the meeting.

REVIEW OF MINUTES

Mr. Ward asked if there were any corrections or additions to the regular minutes of July 15, 2020, August 31, 2020 Special Meeting, and the October 21, 2020 Annual and Organizational minutes. Hearing none, he declared them approved as written and reviewed.

RESIDENT FORUM

Resident thanked the Board for a path that was installed.

Financial Report:

Gini Voelkel reported that the financials have been reviewed.

*Ms. Voelkel moved to certify the Board's compliance with Civil Code Section 5500.*

*Mr. Ward seconded and the motion carried without dissent.*

COMMITTEE REPORTS

Mr. Ward reported that when the Finance Committee was started, the purpose was for major rehabs.

*Ms. Voelkel moved to discontinue the Finance Committee, as it is currently not necessary. Mr. Ward seconded and the motion carried without dissent.*

Building Maintenance – Patti Hornung/Rick West

Mr. Ward asked if there is a volunteer for this committee. The person would be able to sit

down with Patti Hornung before the unit is sold.

Rick West submitted the following report to the Board:

ACTION ITEMS: Proposals or items for Review or Approval

1. MOD is in the progress of completing repairs and replacement on Fences, Gates, and Arbors. 2021 Budget for fence and gate repair and replacement is \$21,000.00.  
2021 Budget for Arbor repair and replacement is \$36,000.00.

(Due to this being a time and material project MOD is asking for a not to exceed \$57,000.00. spending approval from the board).

Mr. Ward reported that the fences and arbors should be repaired where practical using standard lumber. If more than 50% needs repair, it will be replaced. The priorities will be: #1 - Manors changing ownership, #2 - Non-functioning or wobbly structures and #3 - Other repairs as needed. There is \$57,000 in the budget. We should keep \$12,00 in reserves and use \$45,000. We are working from a prioritized list of 13 manors with 7 designated as priority 2.

Ms. Voelkel moved to approve 7 of them and then do as many as can be done. Motion failed for lack-of-a-second.

*Mr. Ward moved to have MOD proceed with priority #2 repairs for the 7 that have been designated, with a NTE of \$45,000. Ms. Tarkoff seconded and the motion carried 2-1. (Voelkel)*

INFORMATION ITEMS: Work scheduled in progress or completed.

1. January Gutter and Downspout cleaning. Contractor: Five Star – Cost \$4,500.00.

(Project has been completed ).

2. Sang Electric replaced two receptacles in the lamp post by 1929 and 1257. These plugs are used for the Holiday decorations.

(Project has been completed ).

Mr. Ward reported they are looking onto LED lights. They would like to replace current LED lights with much brighter LEDs. Sang will give a quote in the near future.

Landscape – Bob Crist/Rebecca Pollon

Mr. Crist reported the following: With the exception of two front lawn areas, the front re-landscape work is now complete. We significantly reduced the lawns and added new sprinklers and bubblers.

The new lawns allow for an addendum to the contract renewal this year. BrightView will re-do up to 15% of lawns each year if they are not thriving. There is only a

nominal charge. BrightView, in conjunction with resident feedback and Rebecca's assistance, is drawing up plans with costs to re-landscape 1909/11 and 1914/16 Lakeshire. The plans will be presented to the Board and residents in about 3-4 weeks. Plans and costs are being worked on for the Berm area. This is to replace the strip of lawn between Tice Creek and the real property line with spaced shrubbery on bubblers. An EBMUD credit will follow, as well as reduced maintenance and water expense. Report any landscape repairs or dead plants to the work order desk at 988-7650.

Ms. Pollon reported that they will move to phase 2 this year. The lawns may go dormant in the winter with the colder weather, but they will come back in the warmer weather. BrightView will cut out part of the lawn and replace it if they cannot control weeds.

Finance – Ms. Voelkel reported that as of November, the operating fund had a balance of \$46,455 and \$228,742 in the reserve fund. \$67,000 is to be spent on landscaping. The Mutual is in good financial shape.

Emergency Preparedness – Mr. Ward reported that Mr. Samuels has a large group of people on this committee.

Ponds – Mr. Ward reported that replacement or repair of motors has happened more than seems appropriated. Mr. Eames is looking into this matter.

Social – Ms. Ward reported that currently there are no social plans. The committee is hoping there can be a barbeque in September, but it depends on the status of COVID and the availability of a vaccine.

## OLD BUSINESS

Mr. Ward reported the Board is having the CC&Rs and Bylaws updated. They have sent policies to the attorney . They received a review and hope to have them completed by the next meeting.

Mr. Chakoff reported that the budget was increased by 35% to cover expected insurance costs. The actual increase may end up being about 30%. Refunds will be coming back to the Mutuels. Mr. Chakoff reported that he will be retired by the next Mutual Fifty-Six meeting. Mr. Ward wished him the very best and thanked him for his work done on behalf of the Mutual.

## NEW BUSINESS

None

## ANNOUNCEMENT

Mr. Ward announced the next meeting will be held on April 21, 2021 at 9:30 A.M. in the Board Room at Gateway or possibly via ZOOM.

## ADJOURNMENT

Having no further business, the meeting was adjourned at 11:39 a.m.

  
Anne Paone, Assistant Secretary  
Walnut Creek Mutual Fifty-Six