

MINUTES  
WALNUT CREEK MUTUAL NO. FIFTY-SIX  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
WEDNESDAY, JANUARY 20, 2016 AT 9:30 A.M.  
BOARD ROOM – GATEWAY COMPLEX

President Claudia Edwards convened a regular meeting of the Board of Directors of WALNUT CREEK MUTUAL NO. FIFTY-SIX at 9:30 a.m. on Wednesday, January 20, 2016 in the Board Room of Gateway Complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL   PRESENT: Claudia Edwards, President  
                          Bill Eames, Vice President  
                          Susie Crist, Secretary/Treasurer

EXCUSED: None

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

Nineteen residents who were present were welcomed to the meeting.

REVIEW OF MINUTES

None

LANDSCAPE REPORT

Mr. Perona was not at this meeting.

FINANCIAL REPORT

Mr. Eames reported that the Board has not met with the CPA for the exit interviews. When they meet, they will discuss the reserves as the Mutual moves forward.

Mr. Donner reported that the year-end preliminary financials showed the operating fund has a negative balance of \$35,345. This was due to overruns in building maintenance and utilities. There were rain leaks and the water numbers were up due to rate increases.

The reserves show a positive amount of \$171,113. This is better than the anticipated amount of \$146,000. The Mutual was over budget for the year by approximately \$25,000. Building maintenance was \$16,000 of that amount and \$9,258 was due to utilities. Roof leaks were a problem this year.

BUILDING REPORT

1. 2016 proposed new Fences, trellis, roofing and dry rot repairs for seven buildings will be going out to bid. Estimated cost \$383,000.00. Still gathering reports and inspections.

2. 1931 Lakeshire – replacement of 7' x 10' section of concrete sidewalk due to tree roots. Five Star estimate \$1,250. (presented to the Board).
3. 1933 Lakeshire – underground downspout drain clogged with roots, cannot be cleaned. Davis Plumbing estimate to replace 8' pipe \$543.87 (presented to the Board).
4. 1929 Lakeshire – Concrete sidewalk is lifting due to tree roots. Five Star estimate \$6,825.00 (presented to the Board). Will get other bids and present to the Board.
5. Gutter cleaning completed by All Clear 12/29/15. Cost \$2,100.00.
6. 1919 Lakeshire rain leak roof repaired. Scheduling with resident for interior damage repair.

Mr. Eames would like to know here the dry wells are located. He asked Mr. West to check. Ms. Edwards suggested that this can be looked at when the Mutual reviews or does the landscaping.

There was a question regarding who actually did the gutter cleaning. Mr. West reported that there may have been two different companies. Mr. West shall report back to the Board at the next meeting regarding what actions were taken, who did the work and what the cost will be.

Mr. Donner commented that there were downspouts that were never connected because the developer didn't complete the connections.

Mr. Eames wanted to know how many downspouts are connected and not connected.

Ms. Edwards reminded the members to call MOD for spot cleaning on the gutters.

There is a 30-day warranty after the gutters are cleaned.

## COMMITTEE REPORTS

### Building/Maintenance

The Mutual still needs a chair for Building/Maintenance. Ms. Edwards asked if anyone would like to be in charge of walking around and checking the buildings. John Wiskocil volunteered and Mr. Eames said he will work with him.

Emergency Preparedness – Mr. Samuels stated that he placed a supply list in the mailboxes of residents. He recommended checking in with your neighbor if you are going away. Give a contact number to that person. New residents should fill out the emergency preparedness form and give it to Susie Crist. The Mutual needs to have a drill where residents go to designated locations and the Mutual can prep for an emergency situation. Ms. Edwards reminded everyone that it is important for the Mutual to have golf carts to use to transport people in an emergency.

Landscape Report – Mr. Crist reported that if the rain continues, they may do some landscaping in the summer. They might be able to plant some shrubs where the bark is located.

Treasurer/Secretary Report – Ms. Crist reported that she will be getting some newsletters out. If anyone has an article or an item of interest, please send them to her. There are new rosters on the table.

Ponds Report – Ms. Edwards reported there have not been too many problems. However, the power outage messed up the electrical system. They are trying to solve this issue.

Social Committee – It was announced that Shirley is retiring from the committee. Ms. Edwards asked if anyone would like to be the social chair. She reminded everyone there will be no parties without a chair for the committee. The BBQ will be August 18<sup>th</sup> and the Holiday Party will be on December 5<sup>th</sup>.

### PRESIDENT'S REPORT

No report

### RESIDENTS' FORUM

A resident thanked the Board for all of their work.

### OLD BUSINESS

None

### NEW BUSINESS

The Board discussed moving money from the reserves to the operating fund.

*Mr. Eames moved to transfer money from the reserves fund to the operating fund for the insurance payment in an amount not to exceed \$20,000. Ms. Crist seconded and the motion carried without dissent.*

### ANNOUNCEMENT

The next board meeting is scheduled for Wednesday, April 20, 2016 at 9:30 a.m., Board Room at Gateway.

Ms. Edwards reminded everyone that there is a town hall meeting immediately following this Board meeting to discuss the special assessment.

### ADJOURNMENT

Having no further business, the meeting was adjourned at 10:06 a.m.

/s/ \_\_\_\_\_  
Anne Paone, Assistant Secretary  
Walnut Creek Mutual 56 (Lakeshire)