

FIFTH WALNUT CREEK MUTUAL

REGULAR MEETING MINUTES OF THE BOARD
FRIDAY, NOVEMBER 16, 2018 AT 11:00 A.M.
GATEWAY BOARD ROOM
1001 GOLDEN RAIN ROAD, WALNUT CREEK, CA 94595

Call to Order

President Todd called the meeting to order at 11:00 a.m.

Roll Call

Directors Present: Ted Todd, President
Sandra Lew, Vice President
Marlene Farrell, Secretary
Mary Fielder, Treasurer

Also Present: Rick West, Building Maintenance Manager
Kelly Mattison, Board Services Coordinator

Approval of Meeting Minutes

President Todd asked if there were any additions or corrections to the following minutes:

Regular Meeting of the Board September 21, 2018
Special Budget Meeting of the Board..... October 26, 2018

The minutes from the regular meeting held on September 21, 2018 and special budget meeting held on October 26, 2018 were approved as submitted.

Moved, Seconded, Carried 4-0

Residents' Forum

Residents were afforded the opportunity to express their concerns, make comments, or have questions for the Board and M.O.D. staff representatives answered during the residents' forum.

President's Report

President Todd reported on the last President's forum.

Vice President's Report

A report was not presented.

Secretary's Report

A report was not presented.

Treasurer's Report

Treasurer Fielder provided a summary chart for the Board for the month ending September 30, 2018 and one for the month ending October 31, 2018. She discussed variances and overages. A comparison report of a year to date figures was also provided to the Board.

Operating Fund Balance: \$11,852

Reserve Fund Balance: \$136,662

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Landscape Committee Report

Director Lew gave the following landscape report: The irrigation water at 1221 Avenida Sevilla 4A was increased due to dry plants. It is possible that the shrubs may decline.

Building Maintenance Report

Rick West presented the following building maintenance report:

ACTION ITEMS: Proposal review and Approval

1. 1255 Dry rot Repairs due to alteration - Contractor Davis Home Pros - Estimate \$35,830.00. (Presented to the board for vote).

A motion was made to approve the Davis Home Pros estimate for dry rot repairs at 1225 Avenida Sevilla in the amount of \$35,830.

Moved, Seconded, Carried 4-0

INFORMATION ITEMS: Work in Progress or Completed

1. PG&E's utility retaining wall - PG&E has agreed to reimburse the mutual \$2,775.00. Contractor: Five Star (Work Completed).
2. November Gutter Cleaning - Contractor: Professional Gutter Services - cost \$1,779.00 (Work Completed).
3. Installation of New Ten-Year Battery-Operated Smoke Detectors - Contractor: Sang Electric - Cost \$1,305.00. (Work completed).

Reserve Study/Helsing Report

The Board discussed balloting for a special assessment to cover the cost of the elevator work and emergency dry rot repairs at 1255 Avenida Sevilla. They discussed the need for \$5,500 per manor and to have it due in one lump sum. \$3000 would go towards the elevator reserve work and the remainder would cover the dry rot repairs.

A motion was made to hold a Town Hall meeting before the next regular meeting scheduled on January 18th and to move forward with educating the members on the reasons for a proposed \$5,500 special assessment. The ballots would be mailed after the Town Hall meeting and due back in 30-40 days after they are mailed. If the membership approves the special assessment it would be due in one lump sum buy May 1, 2019. Approval requirement for the special assessment is a majority of the members (i.e. 10 out of 18 manors must vote "for").

Moved, seconded, Carried 4-0

Budget and Finance Committee Report

A report was not presented.

Alterations Committee Report

A report was not presented.

Next Board Meeting

The next regular meeting will be held on Friday, January 18, 2019 at 11:00 a.m. in the Gateway Board Room.

Adjournment

President Todd adjourned the meeting 11:35 a.m.

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Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the approved minutes of the Board of Director's meeting.

A handwritten signature in blue ink, appearing to read "Kelly Patterson". The signature is written in a cursive style with a long horizontal flourish at the end.

Assistant Secretary