

FIFTH WALNUT CREEK MUTUAL

REGULAR MEETING MINUTES OF THE BOARD
FRIDAY, NOVEMBER 17, 2017 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
Virginia Oversby, Treasurer
Mary Fielder, Director

Also Present: Paul Donner, Mutual Operations Director
Rick West, Building Maintenance Manager
Kelly Mattison, CMCA, 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 15, 2017
Special Budget Meeting of the Board October 19, 2017

The minutes to the aforementioned meetings were approved as submitted.

Moved, Seconded, Carried 5-0

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. The topics discussed were landscape contract and budget.

President's Report

Secretary Farrell attended the most recent Presidents forum and reported that the following topics were discussed: barbeque policies, solar, co-occupants, Robert's Rules of Order, bullying, PG&E Energy Savings program, and fire preparedness.

Vice President's Report

A report was not presented.

Secretary's Report

A report was not presented.

Treasurer's Report

Treasurer Oversby provided the Treasurer's Report as follows:
Total Ending Fund Balance as of October 31, 2017

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- a) Operating \$ 5,003
- b) Reserves \$ 140,539
- c) Total Fund \$ 145,542

Landscape Committee Report

Landscape Committee Chairperson Lew provided a copy of work order #473670 which is a bid to replace retaining wall above vaults. A motion was made to approve the work order in the amount of \$1,045 out of the reserve fund.

Moved, Seconded, Carried 4-1, Director Farrell voted no.

Landscape Committee Chairperson Lew provided an estimate from Waraner Bros. Tree Service for tree maintenance in the amount of \$3,500. A motion was made to only approve the removal of one (1) Bishop Pine tree at the rear of building #1221 in the amount of \$900 and to table the other tree work on the estimate until 2018.

Moved, Seconded, Carried 4-1, Director Farrell voted no.

Building Maintenance Report

Work in progress:

1. 1221 AS 3C – Electrical issue in the garage being repaired by Sang Electric
2. 2017 Building Painting Project - Contractor Five Star Painting 1255 AS and 1209 AS (Completed). 1221 AS - (In progress). All buildings will go through a Punch List process before final payment.
3. Underground downspout drain line cleaning - Contractor Five Star (In progress).

Completed:

1. New metal Trash Enclosure Gate installation - Contractor Eagle Iron (Completed).
2. 1221 AS 2A - MOD New downspout installation - Contractor MOD (Completed).
3. Gutter and Downspout Cleaning - Contractor PGS. (Completed).

Reserve Study/Helsing Report

Chairperson Oversby reported on the process that the reserve analyst takes to compile the reserve study. The reserve analyst will do a physical inspection every three years and walks the Mutual for about 2 hours noting the remaining life on exterior components as well as other details.

Budget and Finance Committee Report

Chairperson Oversby reported that the Operating fund is low.

Alterations Committee Report

A report was not presented.

Emergency Preparedness Committee Report

It was reported that the committee is looking for an area to place a storage container for emergency supplies. The committee will brain storm and report back to the Board.

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Next Board Meeting

The next regular meeting will be held on Friday January 19, 2018 at 11:00 a.m. in the Gateway Board Room.

Adjournment

President Todd adjourned the meeting 11:48 a.m.

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.



Assistant Secretary