

FIFTH WALNUT CREEK MUTUAL

REGULAR MEETING MINUTES OF THE BOARD
FRIDAY, NOVEMBER 18, 2016 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
Bill Martin, Vice President
Virginia Oversby, Treasurer
Sandra Lew, Director

Directors Absent: Marlene Farrell, Secretary

Also Present: Will Kim, 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 16, 2016
Special Budget Meeting of the Board October 14, 2016

The minutes to the aforementioned meetings were approved as submitted.

Residents' Forum

Residents were present to express their concerns, make comments, or have questions answered by the Board and M.O.D. staff representatives. The following topics were discussed & presented: dry rot, landing by door, and resales inspections.

President's Report

President Todd presented the President's Report as follows:

- a) Comcast Internet Service was discussed in great detail and the savings to the Mutuals' Members
- b) Discussion regarding issues with the Residents' Forum in the Rossmoor News
- c) The redevelopment of the Rossmoor Shopping Center is scheduled to start next year

Vice-President's Report

No report was presented.

Secretary's Report

No report was presented.

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Treasurer's Report

Treasurer Oversby provided the Treasurer's Report as follows:

- a) Total Assets as of October 31, 2016
- b) Operating \$9,762.
- c) Reserves \$136,183.
- d) Total Fund \$145,945.
- e) The total fund balance is favorable by \$23,738 when compared to the Dec. 31, 2015 fund balance at \$122,207.

Building Maintenance Committee Report:

Work in progress:

- a) 1221 AS #4B: Skylight was determined to be ok, but needs to be re-flashed. The resident was provided with a list of contractors approved by the Mutual Operations Division (MOD).
- b) 1221 AS #2A: Estimates for the storage door replacement by AMAC at \$1,400 and Ahumada General Construction at \$1,487 were reviewed by the Board. Ahumada General Construction has a one (1) week turnaround time versus AMAC's four (4) week turnaround time. A motion was made to approve Ahumada General Construction for the storage door replacement for \$1,487.

Moved, Seconded, Carried 4-0

Follow up:

- a) 1221 AS: Redesigned downspout at rear of building and clogged gutter above garage has been completed.
- b) 1221 AS #3A: Cracked tub drain line damage to ceiling of 2A has a total Mutual cost of \$1,901.50. This includes invoices from MOD, ServPro, Davis Plumbing & Gauthier's.

Landscape Committee Report

The rock wall was installed in front of the elevator and on the sides of the pathway. The invoice may exceed the previously approved approximate cost at \$800.

A motion was made to approve Waraner Brothers Tree Services for the following description of work for a total cost of \$750:

- Building 1209: Pruning for clearance for \$150
- Building 1255: Pruning for clearance for \$75
- Building 1221: Remove Podocarps for \$150
- Top and remove Deadwood in 2nd Podocarps to eave height for \$150
- Building Clearance and remove Deadwood in two (2) Redwood trees for \$225

Moved, Seconded, Carried 4-0

Reserve Study Report Committee Report

The Helsing Report did not include two (2) pages of revisions provided by Treasurer Oversby. However, the revisions will be included in next year's disclosure package.

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Engagement of Auditor

A motion was made to approve the engagement of Bong Hillberg Lewis Fischesser (BHLF) for the audit of financial statements and the preparation of federal and state tax returns with an annual fee at \$2,025.

Moved, Seconded, Carried 4-0

Alterations Committee Report

No report was presented.

Emergency Preparedness Committee Report

No report was presented.

Comcast Phone Service

The Board discussed the Comcast Contract for phones lines throughout the entire Mutual at the reduced rate of \$20 per phone line. Although the reduced rate can start as early as January 1, 2017, the option is available through December 31, 2017. The Board will continue to discuss the matter and gather additional details.

Legal Representation Letter

Effective January 1, 2017, Stephanie Hayes will no longer be practicing law on a full-time basis at Hughes Gill Cochrane. Melissa Ward will be assuming the primary responsibility for serving the needs of Rossmoor clients.

2017 Mutual Meetings Calendar

The following 2017 Mutual Meetings Calendar was reviewed by the Board:

Friday, January 13 th	Board Meeting	11:00 a.m.	Board Room/Gateway
Friday, March 17 th	Board Meeting	11:00 a.m.	Board Room/Gateway
Friday, May 19 th	Board Meeting	11:00 a.m.	Board Room/Gateway
Friday, June 16 th	Annual Meeting	11:00 a.m.	Board Room/Gateway
Friday, July 14 th	Board Meeting	11:00 a.m.	Board Room/Gateway
Friday, September 15 th	Board Meeting	11:00 a.m.	Board Room/Gateway
Friday, November 17 th	Board Meeting	11:00 a.m.	Board Room/Gateway

Next Board Meeting

The next meeting will be held on Friday, January 13, 2017 at 11:00 a.m. in the Gateway Board Room.

Adjournment

President Todd adjourned the meeting 11:27 p.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.

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A handwritten signature in blue ink, appearing to be 'W. B. L.', is positioned above a horizontal line.

Assistant Secretary