

# FIFTH WALNUT CREEK MUTUAL

REGULAR MEETING MINUTES OF THE BOARD  
FRIDAY, MARCH 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  
Bill Martin, Vice President  
Marlene Farrell, Secretary  
Virginia Oversby, Treasurer  
Sandra Lew, Director

**Also Present:** Paul Donner, Director of Operations; Rick West, Building Maintenance Manager; 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 .....January 13, 2017

The minutes to the aforementioned meeting was approved as submitted.

## **Residents' Forum**

Residents did not express their concerns, make comments, or have questions answered by the Board and M.O.D. staff representatives.

## **President's Report**

The following matters were presented and discussed during the Presidents' Forum:

- a) Rossmoor residents may sign up for the Nixle mass notification/communication system by visiting the Rossmoor website at Rossmoor.com
- b) The unsafe nature of black mold was discussed. It was determined that there is no national standard when addressing black mold. Emphasis was placed on proceeding with clearance testing to acceptable levels when black mold is located.
- c) The Golden Rain Foundation is continuing to work on an access control system, which is a system to manage membership access to facilities and amenities.

## **Vice President's Report**

Vice President Martin presented three (3) estimates for sewer line video inspection services. The contractors have suggested starting with a sewer line cleanout. A sewer line cleanout is approximately \$140 dollars an hour and sewer line video inspection services are roughly \$220 an hour. Thus, the Board will proceed with sewer line cleanout services.

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## **Secretary's Report**

No report was presented to the membership.

## **Treasurer's Report**

Treasurer Oversby provided the Treasurer's Report as follows:

- a) Total Ending Fund Balance as of February 28, 2017
- b) Operating     \$ 10,510.
- c) Reserves     \$ 148,215.
- d) Total Fund    \$ 158,725.

## **Landscape Committee Report**

The landscape entry maintenance and tree entry maintenance schedules were presented and provided to the membership. March 30<sup>th</sup> & 31<sup>st</sup> will be the scheduled landscaping work days.

## **Building Maintenance Report**

1255 AS #1A: An estimate from Five Star for the underground drain pipe installation to address the smell in their unit was presented to the Board. A motion was made to approve the underground drain line repairs at 1255 Avendia Sevilla #1A, subject to obtaining competitive bids and not to exceed a total cost of \$5,000.

Moved, Seconded, Carried 5-0

1221 AS #2B: Deck over sunroom drain pipe estimate to fill two holes in the amount of \$700 was authorized by the Board.

1221 AS #3C: Work in progress on electrical issue in garage. Sang Electric investigated the issue and was unable to locate the cause. Thus, a work order was submitted to AMAC to locate the possible wire cut.

## **Commercial Support Services**

The Board reviewed and discussed proposals for trash enclosure cleaning through Commercial Support Services for \$10 per enclosure. A motion was made to approve the contract with Commercial Support Services for trash enclosure cleaning at \$10 per enclosure.

Moved, Seconded, Carried 5-0

## **Reserve Study Report Committee Report**

No report was presented to the membership.

## **Budget and Finance Committee Report**

No report was presented to the membership.

## **Alterations Committee Report**

The Alterations Committee will be comprised of Director Todd, Director Martin, and Jo Ann Daigle.

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### **Emergency Preparedness Committee Report**

Emergency Preparedness Chairman Rezek presented concerns with the signs that are to be used in the event of a disaster to identify handicap and sick individuals. The current evacuation plan in Rossmoor was critiqued and focuses on staying home and waiting for an evacuation order.

### **Flooring Standard**

The Board reviewed and discussed the current Flooring Policy. A motion was made to table the discussion regarding the current Flooring Policy.

Moved, Seconded, Carried 3-2, Directors Farrell and Lew voted against the motion

### **Stucco Paint**

The Board reviewed the Mutual's projected replacement reserve amount for stucco paint and wood painting scheduled for 2017. The Reserve Study projects the total cost for wood and stucco paint at approximately \$72,811. Maintenance Manager West will obtain official stucco and wood painting proposals for Board review.

### **Preparation for Annual Meeting**

Any owner may submit a petition to be placed on the ballot for a seat to be vacated at the Annual Meeting. Please obtain a petition from Will Kim in the Mutuals' Board Office and submit the petition no later than April 28<sup>th</sup>. Please include a statement of background and intentions of 300 words or less. If necessary, ballots will be mailed between May 5<sup>th</sup> and 12<sup>th</sup> and counted at the Annual Meeting and the ballots must be returned to the Mutuals' Board Office by June 12<sup>th</sup>.

### **Next Board Meeting**

The next meeting will be held on Friday, May 12, 2017 at 11:00 a.m. in the Gateway Board Room.

### **Adjournment**

President Todd adjourned the meeting 11:58 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.



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**Assistant Secretary**