

# FIFTH WALNUT CREEK MUTUAL

REGULAR MEETING MINUTES OF THE BOARD  
FRIDAY, MAY 17, 2019 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 11:01 a.m.

## **Roll Call**

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

**Also Present:** Paul Donner, Mutual Operations Director  
Rick West, Building Maintenance Manager  
Kelly Mattison, Board Services Coordinator  
Lucy Limon, Administrative Assistant

## **Approval of Meeting Minutes**

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

Regular Meeting of the Board ..... March 29, 2019  
Special Meeting of the Board ..... April 9, 2019

The minutes from the regular meeting and special meeting were approved as submitted.

**Moved, Seconded, Carried 4-0**

## **Members' Forum**

Members 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 members' forum. Topics discussed included lock boxes.

## **President's Report**

President Todd reported on the removal of weeds behind the Mutual's building.

## **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 to the Board on the year for the Operating Fund and for the month ending March 31, 2019.

Rick West Reported:  
As of April 30, 2019:

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Operating Fund Balance: \$19,218

Reserve Fund Balance: \$231,745

### **Landscape Committee Report**

Landscape committee stated that the back of 1225 Skycrest has been cleared. In addition, the weed abatement and the plants in front of elevator are looking good.

### **Building Maintenance Report**

Rick West presented the following building maintenance report:

#### **INFORMATION ITEMS:** Work in Progress or Completed

1. 1221 AS - Elevator Technical and Safety upgrades - Contractor: Otis Elevator and Muscio Electric - Tentative start date of July 22th, Elevator is schedule to re-open on Aug 30<sup>th</sup>. Estimate cost \$151,200.00
2. A-One Construction to install new gutters on Building 1221. Cost \$3,553.00. Project scheduled to begin May 21<sup>st</sup>.
3. Manor and Interior Electrical Panel Lube. Contractor: Sang Electric. (Estimated cost and forms presented to the Board, 18 manors, \$2,160.00). The Sang Electric Proposal was approved by a motion of the Board.  
**Moved, Second, Carried 4-0**

### **Reserve Study/Helsing Report**

A report was not presented.

### **Budget and Finance Committee Report**

A report was not presented.

### **Alterations Committee Report**

Bill Martin gave the following report:

The Alterations Committee unanimously recommended to the Board that they not accept the **Proposed Policy Update on Hard Surface Flooring** as written. The Alterations Committee had concerns over lowering the IIC rating, not having true verification of IIC ratings and not properly notifying affected manors, as well as other issues.

Detailed standards had been submitted by the Alterations Committee and approved by the Board on May 12, 2017 and were to have been part of any changes in the current **Policy 59 Alterations: Hard Surfaced Flooring**. These standards were not applied to the **Proposed Policy Update on Hard Surface Flooring** as previously agreed upon.

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It was also noted that the **Proposed Policy Update on Hard Surface Flooring** did not truly reflect an attempt for true “parity” to existing **Mutual Seventy’s Operating Rules**.

### **New Business**

- a. **Adoption of Policy 59 Hard Surface Flooring:** The Board mailed a draft of the revised policy to all members on April 10, 2019 and invited all owners to comment on the revisions. Though no written comments were received prior to the meeting, several owners in attendance had the opportunity to make any comments on the revision prior to a board vote. After discussion by the members and the Board a motion was made to approve Policy 59 Hard Surface Flooring as revised.

**Moved, Second, Carried 3-1**

### **Next Board Meeting**

The next regular meeting will be held on Friday, June 21, 2019 at 11:00 a.m. in the Gateway Board Room.

### **Adjournment**

President Todd adjourned the meeting 11:40 a.m.

### **Secretary's Certificate**

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

*Lucy Limon*

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**Administrative Assistant**