

**FIFTH WALNUT CREEK MUTUAL**

REGULAR MEETING MINUTES OF THE BOARD  
FRIDAY, JULY 20, 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:** Paul Donner, Director of Mutual Operations  
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 ..... May 18, 2018  
Organizational Meeting of the Board..... June 15, 2018

The minutes from the regular meeting held on May 18, 2018 and organizational meeting held on June 15, 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. Topics discussed included process on delinquent accounts and electrical vehicle charge stations.

**Vice President's Report**

A report was not presented.

**Secretary's Report**

A report was not presented.

**Treasurer's Report**

Treasurer Fielder provided created a summary chart for the Board for the month ending June 30, 2018. She discussed variances and overages on water and insurance. A comparison report will be created after the next month's report.

Operating Fund Balance: \$13,996

Reserve Fund Balance: \$121,226

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## **Landscape Committee Report**

Director Lew gave the following landscape report:

1. Requested via Steve Ormond that watering of the plants be extended since we are experiencing very hot weather and many of the plants have burnt tips and are wilting.
2. We have spent over \$1400 to purchase plants. Mary Fiedler has also purchased plants for the atrium and for the back of her apartment. Cutting down on watering at this time would kill many of these new plantings since they have not established a deep root system.

## **Building Maintenance Report**

Rick West presented the following building maintenance report:

### **ACTION ITEMS:** Proposal review and Approval

None

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

1. PG&E's utility retaining wall. PG&E will schedule to complete the replacement of the wood wall.
2. 1255 AS Bldg. - Installation of 1X4 Trim board under gutter at back side of the building 30 feet up. Paint to match building. Contractor: Five Star - Cost \$1,175.00 (Completed).
3. 1221 AS - Warranty touch up painting of breezeway wood railing (Completed).

## **Reserve Study/Helsing Report**

A report was not presented.

## **Budget and Finance Committee Report**

A report was not presented.

## **Alterations Committee Report**

President Todd reported that 1255 Avenida Sevilla will be enclosing their sun deck.

## **Next Board Meeting**

The next regular meeting will be held on Friday, September 21, 2018 at 11:00 a.m. in the Gateway Board Room.

## **Adjournment**

President Todd adjourned the meeting 11:35 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**