

# FIFTH WALNUT CREEK MUTUAL

REGULAR MEETING MINUTES OF THE BOARD  
FRIDAY, SEPTEMBER 16, 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  
Marlene Farrell, Secretary  
Virginia Oversby, Treasurer  
Sandra Lew, Director

Mutual Operations staff was represented by 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 held on Friday, July 22, 2016

No requests were made for additions or corrections. Therefore, the minutes to the aforementioned meetings were approved.

Moved, Seconded, Carried 5-0

## **Residents' Forum**

The Residents' Forum was opened to the membership and a homeowner hoped the board could determine how much money is available for landscaping improvements in the atrium at 1221 Avenida Sevilla.

## **President's Report**

President Todd presented the President's Report as follows:

- a) A revised form of the co-occupancy agreement with a \$150 fee for requesting co-occupancy was reviewed.
- b) Comcast Internet Service was discussed in great detail and the savings to the Mutuals' Members.
- c) If a smoke alarms go off unintentionally you need to contact a repair company and not Securitas
- d) Nixle Emergency Notification System work shop will be initiated at a later date

## **Vice-President's Report**

No report was presented.

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## **Secretary's Report**

Secretary Farrell is working on the completion of a Community Roster for the Mutual and there are only a few homeowners who still need to provide their information.

## **Treasurer's Report**

Treasurer Oversby provided the Treasurer's Report as follows:

- a) Total Assets as of August 31, 2016
- b) Operating     \$9,861.
- c) Reserves     \$131,076.
- d) The Mutual's reserve fund is \$18,730 greater than the December 31, 2015 reserve fund amount.

## **Landscape Committee Report**

Director Lew indicated the rock wall that is approximately a foot tall will be installed in front of the elevator and on the sides of the pathway for approximately \$800 and the labor will be free. The installation will begin during November 2016.

Although a homeowner is complaining about noise from blowers, the Board feels blowers are necessary to keep the pathways and third level clear.

## **Building Maintenance Committee Report:**

Rick West presented the Building Maintenance Report and indicated the following work in progress:

- a) At 1221 Avenida Sevilla #3A, repairs regarding the cracked tube drain line damage to the ceiling of Unit #2A will cost \$1,901.50. This includes invoice fees from MOD, ServPro, Davis Plumbing and Gauthier. The Board requested the usage of the reserve fund to cover the expense.
- b) Follow up:
  - i) The work to redesigned the downspout at the rear of 1221 Avenida Sevilla and the cleaning of clogged gutters above the garage is still in progress.
  - ii) Smoke detector battery replacements were completed by All Clear for \$560.

## **Reserve Study Report Committee Report**

The Helsing Report was revised with the assistance of Treasurer Oversby with pessimistic numbers for financial security. The Reserve Study contains a 4-year landscaping budget in the amount of \$5,000 for all the units in the Mutual. The Mutual is not in financial positions to increase spending on landscaping. The Board will reassess the need for landscaping improvements after they review and observe what the residents complete.

## **Budget & Finance Committee Report**

A meeting was held with M.O.D. staff regarding the draft 2017 fiscal year end budget. At that time, the new charge for Comcast service with internet was indicated at \$55 per month, compared to \$37.66 monthly fee for the 2016 year end. Although the Comcast fee went up by \$17.34 per month, if you currently have internet you will be saving money. The Golden Rain Foundation's coupon amount is still pending. Therefore, a Special Budget Meeting of the Board will be held in October to approve & finalize the 2017 fiscal year end budget.

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### **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 phone 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 obtain additional information regarding the specifics of the reduced rate and will proceed with a decision at a later date.

### **Next Board Meeting**

The next meeting will be held on Friday, November 18, 2016 at 11:00 a.m. in the Gateway Board Room.

### **Adjournment**

President Todd adjourned the meeting 11:46 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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**Secretary**