

MINUTES

WALNUT CREEK MUTUAL SIXTY-FIVE (DEVONSHIRE)
REGULAR MEETING OF THE BOARD OF DIRECTORS
TUESDAY, OCTOBER 25, 2022 AT 9:30 A.M.
VIA ZOOM

President Tom Lenz called to order a regular meeting of the Board of Directors of WALNUT CREEK MUTUAL SIXTY-FIVE at 9:30 a.m. on Tuesday, October 25, 2022, via Zoom.

PRESENT: Tom Lenz, President
Richard (Dick) Walsh, First Vice President
Lois Kadosh, Second Vice President
Clark Nelson, Treasurer
Ed O'Dea, Secretary

EXCUSED: None

Mutual Operations staff was represented by Paul Donner, Director of Mutual Operations; Rick West, Building Maintenance Manager; and Anne Paone, Administrative Secretary. John Tawaststjerna, Landscape Manager – Excused
Joel Lesser, CFO – Excused

There were also 9 residents present.

APPROVAL OF MINUTES

Ms. Kadosh moved to approve the minutes of the July 19, 2022 Regular Meeting and July 19, 2022 Executive Session Minutes Meeting Mr. O'Dea seconded and the motion carried without dissent.

A voice vote was taken: Lenz-Y, Walsh-Y, Kadosh-Y, Nelson-Y, O'Dea-Y

RESIGNATION

Tom Lenz announced that he is resigning from the Board effective immediately. He thanked the Board for their excellent work in taking care of the Mutual.

Mr. Walsh thanked Mr. Lenz for his service to the Board.

APPOINTMENT to VACANCY

Mr. Walsh moved to appoint Janet Howard to the vacancy and to fill the office of secretary. Ms. Kadosh seconded and the motion carried without dissent.

A voice vote was taken: Walsh-Y, Kadosh-Y, Nelson-Y, O'Dea-Y

REORGANIZATION

Mr. Nelson moved to appoint Ed O'Dea as President. Mr. Walsh seconded and the motion carried without dissent.

A voice vote was taken: Walsh-Y, Kadosh-Y, Nelson-Y, O'Dea-Y, Howard-Y

PRESIDENT'S REPORT

Mr. Lenz had provided a short report that was noted as follows:
GRF talked about insurance. MOD has a surplus of \$350,000. The surplus will be used to offset the cost of the new Data System. The financial audit is complete.

FIRST VICE PRESIDENT'S REPORT

No report.

SECOND VICE PRESIDENT'S REPORT

No report.

SECRETARY'S REPORT

None

TREASURER'S REPORT

Mr. Nelson reported as of August 21, 2020, the Mutual is in good financial shape. The operating fund ending balance is \$150,000 and the reserve fund ending balance is \$530,000.

Mr. Donner reported that the surplus of revenues is due to GRF and MOD refunds to the Mutual.

Mr. Nelson moved to confirm compliance with #5500. Ms. Kadosh seconded and the motion carried without dissent.

A voice vote was taken: O'Dea-Y, Walsh-Y, Kadosh-Y, Nelson-Y, Howard-Y

MANAGER'S REPORT – Paul Donner and Rick West

Mr. Donner presented the proposed 2023 budget. The coupon amount will be \$1,115.00 per manor per month. This is an increase of \$118.00 over 2022. The management fee will be increased by \$7.29. This is for an increase in salaries and office overhead. New positions will be added, accountant, and Board Coordinator. Insurance will increase by \$34.36. Utilities will decrease by \$15.89. Working Capital will decrease by \$.04. the Mutuals reserve assessment will increase by \$67.71.

BUILDING MAINTENANCE COMMITTEE REPORT – Lois Kadosh/Rick West

Ms. Kadosh deferred to Mr. West for a report.

Mr. West reported as follows:

INFORMATION ITEMS: Work scheduled, In Progress or Completed

1. Roof Tune up scheduled for 2022. Includes: Replacement of broken tiles, resealing roof Jack vent flashing, clean roof valley flashing and gutters.
Contractor : MOD. Cost \$12,110.00 Budget \$16,000.00.
(Project has been completed).

2. 1805 WALES DR. A/C DUCTS IN ATTIC NEED TO BE CHECKED, ONE IS DISCONNECTED AND ONE IS LOOSE SO THE AIR IS NOT GETTING TO THE MANOR AS INTENDED.
(Inspection Scheduled)

3. 1715 COMSTOCK DR. - RES DOES NOT HEAR FAN IN ATIIIC AND WOULD LIKE IT CHECKED TO CONFIRM IT IS IN PROPER WORKING CONDITION – Contractor: Sang Electric
(Inspection Scheduled)

4. 1720 COMSTOCK DR. REPAIR OR REPLACE ACTIVE LEAKING OVERHEAD SPRINKLER IN THE KITCHEN.
FIRE SPRINK INSP-REP DRIPPING WATER IS GOING INTO A LARGE CONTAINER.
Contractor: Fire Protection Management – Cost \$645.00
(Project has been completed).

EMERGENCY PREPAREDNESS

The Hollands are no longer doing EPO. The Mutual needs volunteers.

SOCIAL COMMITTEE REPORT – Cathy O’Dea

The Holiday Party will be on Saturday, December 3rd at the Dollar Clubhouse. Invites will go out the first week in November.

LANDSCAPE COMMITTEE REPORT – Martha Toppin/Pamela Walsh/John Tawaststjerna

Ms. Walsh reported there will be money for next year to finish the lawn conversions for the year. There is a list for next year. Plantings will be finished.

UNFINISHED BUSINESS

Adoption of 2023 Budget:

Ms. Kadosh moved to adopt the proposed budget as presented for 2023. Mr. Walsh seconded and the motion carried without dissent.

A voice vote was taken: O’Dea-Y, Walsh-Y, Kadosh-Y, Nelson-Y, Howard-Y

NEW BUSINESS

Approval of Proposal for Audit and Tax Services:

Mr. Walsh moved to approve the proposal from Porter & Lasiewicz to do the audit and taxes for 2022. Mr. Nelson seconded and the motion carried without dissent.

A voice vote was taken: O’Dea-Y, Walsh-Y, Kadosh-Y, Nelson-Y, Howard-Y

RESIDENTS' FORUM

Resident asked if all attic fans are new. Mr. West stated that not all of them. He reported that 12-15 have been installed.

Resident asked if the ducts are cleaned in the attic. Mr. West reported cleaning is the resident's responsibility.

Resident stated that she doesn't hear the fan. Mr. West advised her to call MOD to schedule an appointment to come out and check.

ADJOURNMENT

The next meeting will be the Regular Board Meeting on Tuesday, January 17, 2023 at 9:30 a.m. in the Donner Room or via Zoom. TBD

Having no further business, the meeting adjourned at 10:20 a.m.



Anne Paone, Assistant Secretary
Walnut Creek Mutual Sixty-Five