

MINUTES

WALNUT CREEK MUTUAL SEVENTY REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, JANUARY 17, 2019 AT 2:00 P.M. BOARD ROOM – GATEWAY COMPLEX

President Jill Alley opened the meeting at 2:00 p.m. Directors Dennis Johnsen, Roger Svoboda, and Jeff Cheung were also present. Eight resident members were present.

Staff was represented by Paul Donner, Director of Mutual Operations; Rick West, Building Maintenance Manager and Anne Paone, Assistant Secretary.

ACCEPT RESIGNATION

The Board has been advised that Dale Smith has tendered his resignation effective immediately. We understand and would like to thank him for his dedication. His creative ideas allowed us to carefully monitor our budget and provided us with a ten-year budgeting plan for our reserves.

Mr. Smith has graciously agreed to serve on the Finance Committee. This is good news as this allows us to continue to benefit from his experience and expertise.

APPOINTMENT TO VACANCY

Due to the vacancy created by the resignation of Dale Smith, Ms. Alley asked for a motion to appoint Herb Salomon.

Mr. Cheung moved to appoint Herb Salomon to fulfill the vacancy left by Dale Smith with a term that ends in 2020. Mr. Johnsen seconded and the motion carried without dissent.

APPOINTMENT TO OFFICE OF TREASURER

Due to the vacancy of the office of Treasurer, Ms. Alley asked for a motion to appoint Mr. Cheung.

Mr. Svoboda moved to appoint Jeff Cheung to the office of Treasurer. Mr. Johnsen seconded and the motion carried without dissent.

APPROVAL OF THE MINUTES

Ms. Alley asked for any additions or corrections to the minutes as follows:

Regular Board Meeting – November 15, 2018

Hearing none, she declared them approved as written and reviewed.

MEMBERS' FORUM

A resident thanked the Board for their wonderful landscaping. It was a great job.

SECRETARY'S REPORT

Mr. Johnsen reported that there are five emergency entry coordinators in the Mutual. He is looking for more people to volunteer. A survey will be provided to the coordinators so they will know who to contact in case of an emergency.

Mr. Salomon reported that they are trying to formulate a new plan to get volunteers. It is an on-going process.

TREASURER'S REPORT

Mr. Cheung reiterated the Board's many thanks and appreciation to Dale Smith. Mr. Cheung reported the insurance invoice for the premium has been received. Approximately \$112,000 was budgeted, but the actual cost of the premium came in higher. The Mutual needs approximately \$56,000 more.

Mr. Cheung moved to borrow \$70,000 from the reserve account for the insurance premium to be paid back by the end of 2019. Mr. Svoboda seconded and the motion carried without dissent.

Mr. Cheung reported that the Mutual still needs to pay back money borrowed from the reserve account for the 2018 premium in the amount of \$125,000.

Mr. Cheung moved to extend the date of payback to January 31, 2020. Mr. Svoboda seconded and the motion carried without dissent.

There is \$148,000 in the operating fund and \$810,000 in the reserve fund. December financials have not been released yet.

Mr. Cheung reported the budgeted expense for 2018 was \$613,000. The expenses have come in at \$679,000.

The budgeted expense for the reserve account was \$513,000. The actual expenses were \$245,000.

LANDSCAPE REPORT

Ms. Alley reported that Mr. Ormond advised her the tree trimming has been done, except for one tree. The rehab work is complete.

MUTUAL OPERATIONS REPORT

Mr. West presented his report as follows:

INFORMATION ITEMS: Work scheduled, In Progress or Completed

1. 3761 TG #1B – Termite damage interior and exterior – Treatment Contractors: Specialty \$3,855.00 / Kingsway \$3,735.00 / Interior Repair Contractor: DRB Construction \$5,784.00 / Exterior repair Contractor: AMAC – \$14,450.00 (Proposals presented to the board).

The building will be tented on January 28, 2019. It will cost approximately \$26,000 to complete everything.

Mr. Salomon moved to approve the proposal from Kingsway in the amount of \$3,735 for tenting. Mr. Cheung seconded and the motion carried without dissent.

Mr. Cheung moved to approve the proposal from DRB Construction in the amount of \$5,784 with an additional NTE amount of \$2,000 for interior repair. Mr. Johnsen seconded and the motion carried without dissent.

Mr. Johnsen moved to approve the proposal from AMAC in the amount of \$14,450 for exterior repair. Mr. Cheung seconded and the motion carried without dissent.

INFORMATION ITEMS: Work scheduled, In Progress or Completed

1. 3425 TG 2C – Deck Coating - Contractor: A One Construction – Cost \$7,945.00. (work completed).
2. Garage Door Replacement continue in 2019 - Contractor: B & C Garage Door - Will schedule with each resident to complete and invoice the mutual for each single and double door. Entry 4 and 7 are completed. Entry 5 scheduled to Follow. (scheduling with residents).
Mr. West reported there is \$90,000 in the budget for this project for 2019.
3. 1261 AS – Master bedroom Balcony Deck coating – Contractors: Perfect Painting and AMAC (Work Completed).
4. Entry 8 Fire Hydrant Leak – Contractor: Precision Leak Detection is scheduled for January 29th.
This may cost between \$2-4,000 to complete.
5. 9 carports will have the Duralast roofs replaced. Mt. West is waiting for a total of 4 bids. There is \$37,000 in the budget.
6. 3316 T.G. 1A is having water issues from 3316 T.G. 1B. It started when 1B had new windows installed.

Ms. Alley reported that the Building Committee discussed the project list for 2019. If it becomes necessary, due to budgetary constraints, there are some items that can be delayed.

GOVERNING DOCUMENTS

Mr. Svoboda reported the committee met. They have issues to research to find out about existing rules and any recent legislative changes. If there are changes, the Committee will present them to the Board. They will then prepare the text needed to reflect the changes. Mr. Cheung went through the policies to check for fines and penalties. The policies need clarification so the terms are the same.

PRESIDENT'S REPORT

Ms. Alley reported that at the Presidents' Forum they had an insurance presentation from the broker. The cost of insurance will go up, but the amount was not determined at that time.

The Presidents' Forum for January will be on the 28th.

OLD BUSINESS

Ms. Alley reported that she hasn't heard anything regarding post-installation of solar panels. They should be inspected to keep the warranty in force. Mr. West reported that DuraLast is backed up regarding inspections.

NEW BUSINESS

Ms. Alley reported that she learned in the Presidents' Forum that the Mutual needs clarification on who is really a co-occupant. If they are not, they should be restricted from using the facilities.

ANNOUNCEMENTS

The next regular board meeting: Thursday, February 14, 2019 at 2:00 p.m. in the Fairway Room at Creekside.

ADJOURNMENT

Having no further business, the meeting adjourned at 2:50 p.m.



Anne Paone, Assistant Secretary
Walnut Creek Mutual Seventy