

## MINUTES

### WALNUT CREEK MUTUAL SEVENTY REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, JULY 18, 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. Herb Salomon was absent. Six resident members were present.

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

#### CONSENT CALENDAR

The consent calendar consisted of:

- a. Approval of Minutes: Regular Meeting Minutes – May 16, 2019  
Executive Session Minutes – May 23, 2019

Ms. Alley asked for any additions or corrections to the minutes. Hearing none, Ms. Alley declared them approved.

#### MEMBERS' FORUM

No questions or comments.

#### SECRETARY'S REPORT

No report.

#### TREASURER'S REPORT

Mr. Cheung reported a follow-up to a question from the Annual Meeting regarding borrowing money from the reserves. \$70,000 was borrowed this year to cover the cost of insurance. It will be paid back by the end of 2019. Previously, \$125,000 was borrowed from reserves for insurance. The Board has complied with Davis-Stirling. The items were on the agenda and noted in the minutes.

The June operating fund has \$132,263 and the reserve fund has \$749,373 for a total of \$881,636. The end-of-year projection is \$82,602 in the operating fund and \$957,313 in the reserve fund.

Mr. Cheung certified compliance with Civil Code #5500.

Mr. Cheung explained the Helsing report to the membership. Davis-Stirling mandates a review of the Mutual's assets. (Garage doors, roads, roofs, etc.) It is a 30-year report. Insurance will be the wildcard when creating the budget. The Board will be reviewing all information for preparation of the 2020 budget.

When reviewing the 30 year projects, the first 10 years and the last 10 years are okay. The middle 10 years can be a problem.

## LANDSCAPE REPORT

Mr. Ormond reported the junipers have all been removed by Ed Waraner. There are three days left to trim trees to comply for fire abatement. The Committee is thinking of ways to beautify the Mutual because of all of the removals. It will be based on funds available.

## MUTUAL OPERATIONS REPORT

Mr. West presented his report as follows:

### PENDING ITEMS: Proposal review for Approval

1. 3352 TG #1A – Dry rot 16 foot Beam and post replacement - Contractor: AMAC - Estimate \$9,108.00  
Dry rot found during alteration window installation (presented to the board for approval).  
*Mr. Svoboda moved to approve the proposal from AMAC in the amount of \$9,108. Mr. Cheung seconded and the motion carried without dissent.*
2. PGS - Professional Gutter Cleaning 3 year contract proposal. (presented to the board for approval).  
*Mr. Cheung moved to approve the 3-year contract proposal from PGS for a total of \$19,821. Mr. Svoboda seconded and the motion carried without dissent.*
3. Trellis rebuild at 3288 1C Terra Granada – Dry rot. (MOD to provide work)  
*Mr. Cheung moved to approve the proposal to rebuild the trellis at 3288 1C Terra Granada in the amount of \$7,119. Mr. Johnsen seconded and the motion carried without dissent.*

### INFORMATIONAL ITEMS: Work scheduled, In Progress or Completed

1. Garage Door Replacement - Contractor: B & C Garage Doors - Entry 5 Garage Door replacement. Installing left and ordered doors for right side. (Work is in progress).
2. DuraLast re-roofing Carport Project (Total 9 Carports) – Contractor: A -One Construction  
Cost \$32,826.00 Excludes permit cost -(Work has been Completed). .
3. 3330 TG – Stairway Beam Repair – Contractor: AMAC - Cost \$9,620.00 Paint is the only item remaining (Work is in progress).
4. 3425 TG Breezeway coating – Contractor: A -One Construction / Cost \$31,645.00. (Work has been Completed).
5. 3773 TG / 3838 TG /3230 TG / 3711 TG New Building gutters on 4 buildings – Contractor: MOD - Cost \$8,994.72.  
Remove and Replace gutters due to rust. Installing 2x3 Downspouts with new 3x4

Downspouts.

(Work has been Completed).

6. 3535 TG – Dry Rot Beam replacement Project – Contractor: AMAC - Destructive testing has been completed.  
Structural engineer will complete the scope of work - Project will then go out to bid.
7. 1265 AS #1A Main Deck repair and recoating – Contractor: A-One Construction \$12,987.00.  
(Work is scheduled to start at the end of July per the resident's request.).

Mr. West reported that per the Helsing report, there will be a lot of balcony repairs in years 14, 15, and 16. Helsing needs to be made aware of money that has already been spent on these. Landscape renovations should be reviewed.

### GOVERNING DOCUMENTS

Mr. Svoboda reported the Board has been given two copies of the Operating Rules for their reference and review. There is a copy of the current rules with redlined areas showing revisions, omissions, or additions highlighted. He asked that the Board pay particular attention to:

Section 5.0 Financial Activities

Section 11.5 – Electric Vehicle Charging Stations

Forms associated with the solar policy and the EVCS policy have been attached as Appendixes.

Outstanding issues still being reviewed and will need additional conversations:

Section 13.3 – Personal articles on walkways, landings, or stairs shared with others.

Use of walls for personal items.

Owner's responsibility for guests.

Mr. Svoboda asked the Board to review the documents and send him any feedback.

### EMERGENCY PREPAREDNESS

Mr. Johnsen reported they still need coordinators for E3 and E4. One resident is interested.

### PRESIDENT'S REPORT

Ms. Alley gave a report on the Presidents' Forum. Fourth Mutual has developed a tool to catalogue all changes/alterations paid for by the Mutual. The database would allow for viewing the expenditures by line item in the budget.

There was concern expressed about lights being left on 24/7 in units that are on the market. There was a discussion regarding liability for damages caused by contractor or other visitor. Mutuels do not take responsibility. Residents should check their individual policies to determine responsibility.

There is a membership transfer fee pilot: GRF has looked at 90+ residents who claim ownership of more than one manor.

Ann Peterson, the new Rossmoor communications person, talked about the new Rossmoor website design with links to the Rossmoor community such as: Bus schedules and the billiards room.

It is interactive. Residents can listen to articles and see meeting schedules. There is a change in the format of the Rossmoor News. There is an option to get just an "E" version, not a printed version of the News. The print version may go away because there is a carrier shortage, advertising is not meeting budget and print presses are closing down as there are not enough papers to print.

Ms. Alley also reported that Wellness Service can clean dryer vents for \$80 per unit. Mr. West reported that multi-story complexes should clean them every 2 years and 5 years for a single family home.

Ms. Alley reported that new posters will go in the trash enclosures reminding all members that there is no dumping of contractor debris.

### OLD BUSINESS

None

### NEW BUSINESS

None

### ANNOUNCEMENTS

The next meeting – Board Meeting: Thursday, August 15, 2019 at 2:00 p.m. in the Board Room at Gateway.

### ADJOURNMENT

Having no further business, the meeting adjourned at 3:10 p.m.



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Anne Paone, Assistant Secretary  
Walnut Creek Mutual Seventy