

## MINUTES

### WALNUT CREEK MUTUAL SEVENTY REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, SEPTEMBER 20, 2018 AT 2:00 P.M. BOARD ROOM – GATEWAY COMPLEX

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

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

#### APPROVAL OF THE MINUTES

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

Regular Board Meeting – August 16, 2018

Special Board Meeting – August 24, 2018

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

#### MEMBERS' FORUM

Members Forum was held. A resident reported that a fire hydrant at the top of the entry is cordoned off. Mr. Donner stated that it belongs to EBMUD.

A resident stated that the deck above her has an awning. It blocks her deck from getting sun. She is requesting that it be removed and that the umbrella be set up so it doesn't block her sun. Ms. Alley responded that the Board will look into the matter.

#### SECRETARY'S REPORT

Mr. Johnsen reported that he is pursuing the status of the Emergency Preparedness plans for the Mutual. He is looking for volunteers.

#### TREASURER'S REPORT

Mr. Smith reported the Operating fund beginning balance for August was \$10,311 and the ending balance was \$16,677. The Reserve fund beginning balance was \$743,198 and the ending balance was \$783,990. The ending balance total for both funds was \$800,667.

#### LANDSCAPE REPORT

Mr. Ormond reported that Curtis introduced an idea for a new plant palette. Mr. Ormond also stated that areas that have bark can be changed to rock.

#### MUTUAL OPERATIONS REPORT

Ms. Alley presented Mr. West's report as follows:

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

1. 3425 TG 2C – Deck Coating - Contractor: A One Construction – Estimate \$7,945.00. (proposal presented to the Board for approval)

*Mr. Johnsen moved to approve the proposal from A One Construction in the amount of \$7,945 for deck coating. Mr. Cheung seconded and the motion carried without dissent.*

2. 3511 TG 1B – Deck Coating - - Contractor: A One Construction – Estimate \$2,485.00.  
( proposal presented to the board for approval).

*Mr. Johnsen moved to approve the proposal from A One Construction in the amount of \$2,485 for deck coating. Mr. Smith seconded and the motion carried without dissent.*

3. 2018 November Gutter Cleaning – Contractor: Professional Gutter Service - Estimate \$ 19,606.00  
This includes all buildings and carport roof gutters and downspout cleaning. (Balconies not included in this price). 2018 Budget \$21,500.00 ( Board to approve of PGS proposal)

*Mr. Cheung moved to approve the proposal from Professional Gutter Services in the amount of \$19,606 for one cleaning in November, not to include gutters belonging to owners. Mr. Johnsen seconded and the motion carried without dissent.*

4. 3874 TG Building Breezeway 3<sup>rd</sup> floor - Emergency handrail repair and replacement. Contractor; AMAC - Estimate \$1,200.00 ( Presented to the board for approval).

*Mr. Johnsen moved to approve the proposal from AMAC in the amount of \$1,200 for an emergency handrail repair and replacement. Mr. Cheung seconded and the motion carried without dissent.*

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

1. 3288 TG 1C Balcony / Deck repair – Contractor AMAC \$10,210.00 (Work in Progress). Deck Coating contractor : Perfect Painting \$ 4,870.25 (Scheduled).
2. 1269 TG 1B – Deck Coating – Contractor: Perfect Painting estimate \$5,775.00 (Work completed).

#### GOVERNING DOCUMENTS

Ms. Alley reported that the committee is not working on specific policies at this time.

There have been 4 applications for solar with 3 approved and 1 pending.

#### OLD BUSINESS

None

#### NEW BUSINESS

None

The next regular board meeting: Thursday, October 18, 2018 at 2:00 p.m. in the Board Room at Gateway.

ADJOURNMENT

Having no further business, the meeting adjourned at 2:33 p.m.

/s/ \_\_\_\_\_  
Anne Paone, Assistant Secretary  
Walnut Creek Mutual Seventy