

QUARTERLY MEETING MINUTES OF THE BOARD  
TUESDAY, NOVEMBER 9<sup>th</sup>, 2021, AT 1:00PM  
ZOOM MEETING

**Call to Order**

President Ware called the Quarterly Meeting of the Board of Directors to order at 1:03 p.m.

**Roll Call**

**Directors Present:** Jim Ware, President  
Luther Avery, Vice President  
Bob Eisner, Secretary/Treasurer  
Alfreda Bell, Director  
Dick Coleman, Director

Mutual Operations Staff Present: Paul Donner, Director of Mutual Operations; Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager; Joel Lesser, CFO; Jo Ann Cooper, Financial Analyst and Lucy Limon, Board Services Coordinator.

**Approval of Minutes**

President Ware asked for any corrections and/or additions to the following sets of minutes:

Quarterly Meeting of the Board.....August 10, 2021  
Executive Session Meeting of the Board .....August 10, 2021

The Board made a motion to table the minutes of meetings previously mentioned.  
**Moved, Seconded, Carried 5-0**

**Staff Report**

**1. Maintenance Report – Rick West:** The following report was given:

**INFORMATION ITEMS: Work in Progress or Completed**

**1. 1320 SC #1 – Structural cracks at the Living room, and Dining room ceiling.**

**Contractors: Eisen Environmental – Cost \$4,700.00 / AMAC – Cost \$4,535.00**

**Total Project Cost \$9,235.00.**

**(This Project has been completed).**

**2. 1324 SC – Installation of new sewer line under asphalt Entry. This project will be hand dug Due to an 8” Domestic water line that was identified in this same location.**

**Contractor: Five Star Total Project Cost \$12,338.00.**

**(This Project has been completed).**

**3. 1224 SC #2 Water Damage Due to Water Heater Leak. Installation of 65 Sq. ft of new Vinyl Flooring and 12’ of new painted Baseboard.**

**Contractor: Five Star Cost \$ 2,140.00.**

**(This Project has been completed).**

4. The mutual scheduled to complete the Domestic Water Re Piping Project in 1232 SC–

Replacing the Galvanized with Pex Piping. Scope of work – Re-piping of Units #7-#8 #12 and Connect Units #7 - #8 - #11 - #12 to the completed main copper line.

Contractor: Five Star - Cost \$43,900.00 2021 Budget for this project \$48,000.00.  
(This Project is currently in progress).

5. Gutter and Downspout Cleaning scheduled for November. Contractor: Outdoor Keepers. New 3-year contract 2022-2024. Two cleaning per year November and February.

Cost \$6,730.00 per cleaning or \$13,460 annually.

6. 1232 SC – Replacement of the 4 – meter 400-amp Main Electrical Panel due to panel failure.

Contractor K.R. Electric. Cost \$7,593.13.  
(Currently waiting for Permits to complete this project).

7. The Board elected to have MOD stencil new Visitor only and Reserved parking spots in Entry 6 Cost \$1,219.00.

(This Project has been completed).

2. Landscape Report – Rebecca Pollon: The following report was given:

### November 2021 Landscape

### Report 8WCM

#### **MAINTENANCE CONTRACT:**

GACHINA (current provider)	\$5,377/mo (27% increase, organic)
BRIGHTVIEW	\$4,515/mo ( <b>NOT</b> ORGANIC)
TERRA (former provider)	\$4,070/mo (2% increase per year over 5 years or 3% increase per year over three years, organic)

#### **IRRIGATION CONTRACT:**

Informational, contract not yet received \$2,520

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#### **TOTAL AVAILABLE LANDSCAPE RESERVES BUDGET**

**\$30,678**

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#### **Proposals:**

**COMPLETION OF E.2 REHAB AND OTHER ITEMS**

<p>1122 back of building</p> <p>\$3,880</p> <p>\$1,950</p> <p>1122 back of building irrigation conversion</p>		
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<p>1122 west side of building</p> <p>\$1,412</p> <p>\$1,200</p> <p>1122 west side of building irrigation</p>		
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<p>1122-1138</p> <p>\$4,264</p> <p>\$2,300</p> <p>1122-1138 irrigation conversion</p>		
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<p>1296- replacement of juniper</p>	<p>\$2,224</p>	
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<p>1284 #1- replacement of juniper</p>	<p>\$672</p>	
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<p>1324- replacement of juniper</p>	<p>\$600</p>	
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# WALNUT CREEK MUTUAL NO. EIGHT

## **3. Financial Report – Paul Donner**

The December 2020 financial report highlights are:

Operating Balance: \$98,068

Reserve Balance: \$553,808

## **Committee Reports**

- 1. Finance – Judy Graboyes:** No report was presented.
- 2. Landscape – Alfreda Bell:** No report was presented.
- 3. Building Maintenance- Luther Avery:** No report was presented.
- 4. Social/Membership – Sharon Castilla:** No report was presented.
- 5. Emergency Preparedness – Dick Coleman:** No report was presented.

## **Old Business**

## **New Business**

- 1. Discussion/Vote on 2022 Budget and Coupon:** Mutual Operations Director Paul Donner presented the proposed 2022 Budget for the total basic assessment and provided the reasoning and method of operation used to draft the budget. A motion was made to approve the 2022 Budget as presented with a \$50 (5.6%) increase to the monthly coupon. Beginning on January 1, 2022, the monthly coupon will change from \$900 to \$950.

**Moved, Seconded, Carried 5-0**

- 2. Discussion of proposed updates to several Mutual 8 Policies:** The Board discussed the updates they plan on making to their policies. More information to come in another meeting.
- 3. Approval of Evacuation Zones:** The Board made a motion to allow GRF to install the evacuation zone signs in the Mutual entries.

**Moved, Seconded, Carried 5-0**

## **Members' Forum**

Residents were afforded the opportunity to express their general concerns and make comments. Topics discussed included: "Thank you" to the MOD staff who helped during the storm.

## **Next Board Meeting**

Next Regular Meeting is scheduled for Tuesday, February 8, 2022, at 1:30 pm, via zoom.

## **Adjournment to Executive Session**

There being no further business, the meeting was adjourned at 3:20 p.m. and the Board moved into executive session and discussed contract matters.

## **Executive Session Summary**

The board met in executive session to discuss member discipline and legal matters

## **Secretary's Certificate**

I hereby certify that the foregoing is a true and correct copy of the minutes of the Board of Director's meeting.

WALNUT CREEK MUTUAL NO. EIGHT

Lucy Limon

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**Assistant Secretary Mutual No. Eight**