

# WALNUT CREEK MUTUAL NO. EIGHT

## QUARTERLY MEETING MINUTES OF THE BOARD FRIDAY, OCTOBER 16, 2020 AT 1:00PM ZOOM MEETING

### Call to Order

President Ware called the Quarterly Meeting of the Board of Directors to order at 1:02 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: Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager; Jo Ann Cooper, Financial Analyst; and Kelly Maki, Board Services Coordinator.

### Approval of Minutes

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

Special Meeting of the Board.....May 29, 2020  
Executive Session Meeting of the Board .....August 14, 2020  
Annual Meeting.....September 25,2020  
Organizational Meeting.....September 25, 2020

The Board approved the minutes of meetings previously mentioned.

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

### Staff Report

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

#### PENDING ITEMS: Proposals for Review or Approval

1. Balcony Inspection report completed. Highlighted issues: 1138 #1 Slight dry rot (Scheduling with resident to complete work). 1122 #5 Tighten bolts on wall (Work completed). 1208 #5, 1268 # 5, Both of these decks only have a painted surface with the plywood seams exposed. (Any exterior deck exposed to the weather should have a water-proof deck coating). Bids for 1268 SC #5 - Perfect Painting \$4,441.00 / A-One Construction \$5,837.00 1208 SC #5 - Perfect Painting \$4,210.00 / A- One Construction \$5,837.00 (Presented to the Board for approval). Board requested a third bid.
2. Proposals for new gutters and downspouts on building # 1224 SC and new downspouts on Buildings #1284 and 1296 SC. Bid Deadline 10/23/20. (Project is currently out to Bid. Proposals will be Presented to the Board for approval).

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## **INFORMATION ITEMS: Work In Progress or Completed**

1. 1232 SC Re Piping Project - Galv. to Pex. Scope of work - Re-piping of Units #7- #8 - #12 and Connect Units #7 - #8 - #11 - #12 to the main copper line. Contractor: Five Star - Cost \$43,900.00 2020 Budget for this project \$48,000.00. (Project on hold due to COVID - 19 Shelter in Place).
2. 1284 SC #1 Resale Balcony Dry Rot Repairs and Painting on Railing. MOD - Estimated Cost \$1,840.00. (Project has been completed).

## **2. Landscape Report – Rebecca Pollon**

Rebecca reported that she is waiting on the bids from Waraner for tree maintenance. Rehab projects have been completed for the year besides a few small resident requests that will be addressed later this year. All landscaping came in under budget for the year.

## **3. Financial Report – Given by Rick West**

The August 31, 2020 financial report highlights are:

Operating Balance: \$66,322

Reserve Balance: \$519,920

## **Committee Reports**

1. **Finance – Bill Northlich:** Bill presented a diagram of insurance increases and an increase in working capital for 2017-2021. It was noted that the insurance expense doubled in 2020 and again in 2021. The committee has recommended to the Board that the monthly coupon amount remain the same for 2021.

## **Old Business**

1. **Approve updated policies for mailing to the membership for 28-day comment period:** Bob Eisner reported that revisions on the policies have been an ongoing process taking over a year to complete. The draft of the revised policies was completed with the assistance of legal counsel to conform to current law. A motion was made to accept the policies draft and send it out to the members for the required 28-day comment period.  
**Moved, Seconded, Carried 5-0**

## **New Business**

1. **Approval of the 2021 Budget:** A presentation of the 2021 budget was given by Jo Ann Cooper and Rick West. A motion was made to approve the 2021 budget with no change to the monthly coupon at \$900 per month.  
**Moved, Seconded, Carried 5-0**
2. **Review of the 2021 Meeting Calendar:** The Board reviewed the proposed 2021 meeting calendar. Meeting locations are subject to change based on the current COVID-19 restrictions.

## **Members' Forum**

Residents were afforded the opportunity to express their general concerns and make comments.

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Topics discussed included: security concerns, the meeting start times for 2021, and the M8 bulletin board.

### **Next Board Meeting**

Next Meeting, Tuesday, February 9, 2021 at 1:30 PM, MPR3 or Zoom. A special meeting will likely be called after the 28-day comment period for approval of the updated policies.

### **Adjournment to Executive Session**

There being no further business, the meeting was adjourned at 1:53 p.m. and the Board moved into executive session.

### **Executive Session Summary**

The board met in executive session for an owner hearing, to discuss member discipline, and discuss 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.



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**Assistant Secretary Mutual No. Eight**