

WALNUT CREEK MUTUAL NO. EIGHT

QUARTERLY MEETING MINUTES OF THE BOARD TUESDAY, AUGUST 9th, 2022, AT 1:00PM ZOOM MEETING

Call to Order

President Ware called the Quarterly Meeting of the Board of Directors to order at 1:30 p.m.

Roll Call

Directors Present: Dick Coleman, President
Luther Avery, Vice President
Bob Eisner, Secretary
Judy Graboyes, Treasurer
Alfreda Bell, Director

Mutual Operations Staff Present: Paul Donner, Director of Mutual Operations; Rick West, Building Maintenance Manager; John Tawastsjerna, Landscape Manager; Melissa Ward, Legal Counsel and Lucy Limon, 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 July 15th, 2022
Executive Meeting Minutes..... July 15th, 2022
Annual Meeting Minutes May 3rd, 2022
Organizational Meeting Minutes May 3rd, 2022

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:

ACTION ITEMS: Proposals for review or Approval

1. 1208 Skycrest Domestic Water 2022 Re - Piping Project.

Phase I Scope of work includes: Replacing the Main Horizontal Galvanized Line with copper Piping. Also, installation of four new isolation valves.

Contractors: Guerra Bros. Plumbing - Estimate \$14,520,00 / Davis Plumbing - Estimate \$13,137.50

(Presented to the Board for approval).

A motion was made to approve the estimate from Davis Plumbing in the amount of \$13,137.50.

Moved, Seconded, Carried 5-0

2. 1324 Skycrest – Removed and Replace two sections of 6’x 5’and 11’ x 5’concrete walkways due to tree roots. Contractors Estimates: Five Star \$3,230.00 / Fleece Construction

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\$2,500.00 /Gauthier's Construction \$ 3,970.00.

(Presented to the Board for approval).

A motion was made to approve the estimate from Fleece Construction in the amount of \$2,500.00.

Moved, Seconded, Carried 5-0

- 3. 1268 Skycrest units 2-4, 6-8 – Removed and Replace two sections of 9' x 6' concrete walkways due to tree roots. Contractors Estimates: Five Star \$4,100.00 / Fleece Construction \$3,625.00.**

(Presented to the Board for approval).

A motion was made to approve the estimate from Fleece Construction in the amount of \$3,625.00.

Moved, Seconded, Carried 5-0

- 4. 1232 Skycrest – Removed and Replace section of 5'x 5' concrete walkway. due to tree roots. Contractors Estimates: Five Star \$900.00 / Fleece Construction \$1,225.00.**

Gauthier's Construction \$ 1,680.00.

(Presented to the Board for approval).

A motion was made to approve the estimate from Fleece Construction in the amount of \$1,225.00.

Moved, Seconded, Carried 5-0

- 5. 1224 Skycrest 20 'Long trench for PG&E Electrical work. Contractor: Terra Landscaping. Estimate - \$1,680.00.**

(Presented to the Board for approval).

A motion was made to approve the estimate from PG&E in the amount of \$1,680.00.

Moved, Seconded, Carried 5-0

INFORMATION ITEMS: Work in Progress or Completed

- 1. 1224 SC #1 – Installation of a new Main Electrical Panel Replacement due to 120v Leg panel failure. Contractor K.R. Electric. Cost \$7,593.13.**
- 2. The Mutual Hired Sang Electric again this year to complete the 2022 annual manor inspections. Cost \$7,725.00 If Sang Electric has not contacted you yet, please call the workorder desk to have Sang schedule an appointment with you.**

- 2. Landscape Report – John Tawaststjerna:
John Tawaststjerna gave the following report:**

Mutual 8 Landscape Report

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MOD Days

- 11/7 (1 day)
 - o Plant replacements
 - o Please submit all plant replacement requests by October 1st
 - o Email plantreplacement@rossmoor.com
 - o Alternatively, please use the form link below for requests
 - <https://forms.gle/XsmbyaCMRiVxoB877>

Landscape Maintenance

- Deadheading of perennial and annual plantings
- Lawn areas are being mowed every week
- Pruning of overgrown shrubs
- Weed removal by hand and spray

3. **Financial Report – Paul Donner**

The June 2022 financial report highlights are:

Operating Balance: \$138,697

Reserve Balance: \$711,232

Committee Reports

1. **Finance – Judy Graboyes:**

- a. A motion was made to certify that the Mutual is in compliance with \$5500 by review of the June 30th, 2022, Financial Report.

Moved, Seconded, Carried 5-0

- b. A motion was made to increase the FDIC insured limit in on the Mutuals sweep account to \$5,000,000.

Moved, Seconded, Carried 5-0

2. **Landscape – Alfreda Bell:** No report was presented.

3. **Building Maintenance- Luther Avery:** No report was presented.

4. **Social - Sharon Castilla:** The Mutual even that was scheduled in July was cancelled due to the spike in COVID cases. Snack and chats will be on September 1st, in entry 6. Sharon will send an email notification.

5. **Membership – Sally Kennedy:** There has been 3 new members in Mutual 8 since the beginning of the year.

6. **Emergency Preparedness – Dick Coleman:** Anne Uruburu has stepped down for the committee. Any resident interested in joining please contact Dick.

Old Business

1. **Further Review of 8wcm Policy Revision:** The Board and Melissa Ward discussed the final changes that were made to the Mutual 8 policies.

The Board approved the proposed policy revisions and moved to mail the policy updates to residents for a 28-day comment period.

Moved, Seconded, Carried 5-0

2. **Update on Laundry Room:** President Coleman provided the following report:

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Washing machine #1 in Laundry Room 8L4 (across from Bldg 1200)

- Reported not working just before 7/15/22 meeting
- Luther submitted workorder request right after meeting
- Washer has been fixed (needed new water pump)

There are 2 washers and 2 dryers that cannot be repaired

- Washer #1 - Laundry Room 8L3 (up the hill next to Bldg 1256)
- Washer #3 - Laundry Room 8L4 (across from Bldg 1200)
- Dryer #2 - Laundry Room 8L4 (across from Bldg 1200)
- Dryer #4 - Laundry Room 8L4 (across from Bldg 1200)

Cost to replace 2 washers and dryers machines

- 2 washers @ \$1898 = \$3796
- 2 dryers @ \$1319 = \$2638
- **TOTAL = \$6434**

Washing machine #2 in Laundry Room 8L5 (Entry 4 – next to Bldg 1296)

- Listed as needing repair (i.e., transmission) on Pete Katzman's spreadsheet
- I told Pete the week of 7/4/22 to go ahead and repair this machine
- I sent Rick West an email on Saturday, August 6, 2022, to check whether this machine has been repaired

Members' Forum

Residents were afforded the opportunity to express their general concerns and make comments. NO topics were discussed.

Next Board Meeting

Next Regular Meeting is scheduled for Tuesday, November 8th, 2022, at 1:00 pm, Location TBD.

Adjournment

There being no further business, the meeting was adjourned at 2:50 p.m.

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.

Lucy Limon

Assistant Secretary Mutual No. Eight