

WALNUT CREEK MUTUAL NO. EIGHT

QUARTERLY MEETING MINUTES OF THE BOARD TUESDAY, NOVEMBER 8th, 2022, AT 1:00PM ZOOM MEETING

Call to Order

President Coleman called the Quarterly Meeting of the Board of Directors to order at 1:02 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 Tawaststjerna, Landscape Manager; Cynthia Jonas, Financial Analyst and Lucy Limon, Board Services Coordinator.

Approval of Minutes

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

Quarterly Meeting Minutes.....August 9th, 2022
Executive Meeting Minutes.....August 9th, 2022

The Board made a motion to approve the minutes of the August 9th Quarterly Minutes.
Moved, Seconded, Carried 5-0

The Executive Minutes of August 9th were tabled until the next meeting.

Staff Report

1. **Maintenance Report – Rick West:**

The following report was given:

ACTION ITEMS: Proposals for review or Approval

1. 1208 Skycrest Units 7 & 8 Domestic Water 2022 vertical Re - Piping Project.

Phase I Scope of work included: Replacement of the vertical Galvanized Lines with Pex Piping.

Cost also includes that tear out and put back of drywall, texture and paint.

Contractor: Five Star Construction – Estimate \$27,175.00

(Board to Ratify Proposal)

No motion was made on this matter. Rick West will reach out to the contractor.

WALNUT CREEK MUTUAL NO. EIGHT

INFORMATION ITEMS: Work in Progress or Completed

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

Phase I Scope of work included: Replacement of the Main Horizontal Galvanized Line with copper Piping.

Also, installation of four new isolation valves.

Contractors: Davis Plumbing - Cost \$13,137.50

(This Project was completed).

2. 1324 Skycrest – Removed and Replace two sections of 6’x 5’and 11’ x 5’concrete walkways

due to tree roots. Contractor: Fleece Construction - Cost \$2,500.00.

(This Project was completed).

3. 1268 Skycrest units 2-4, 6-8 – Removed and Replace two sections of 9’ x 6’ concrete walkways

due to tree roots. Contractor: Fleece Construction - Cost \$3,625.00.

(This Project was completed).

4. 1232 Skycrest – Removed and Replace section of 5’x 5’ concrete walkway.
due to tree roots. Contractor: Fleece Construction \$1,225.00.

(This Project was completed).

5. 1224 Skycrest 20 ‘Long trench for PG&E Electrical work. Contractor: Terra Landscaping.

Estimate - \$2,500.00.

(This Project was completed).

6. 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 Tawastsjerna:**

John Tawaststjerna reported that the Terra and irrigation crews have been cleaning all drains. If there are any pathways that have not been cleared by Friday, please submit a work order. Final MOD Day will be spent on plant replacements, the total cost will be somewhere around \$800.

3. **Financial Report – Paul Donner**

The September 2022 financial report highlights are:

WALNUT CREEK MUTUAL NO. EIGHT

Operating Balance: \$183,060

Reserve Balance: \$750,138

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 September 30th, 2022, Financial Report.

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: Sally Kennedy for Sharon – Sally reported that some residents are putting together small get togethers in their entries. The committee is looking into having a Mutual get together sometime in February. The committee would like approval from the Board before they begin planning the event.

**** Dick advised the committee to look into available dates and rooms for this event ****

5. Membership – Sally Kennedy: There has been 20 new members in Mutual 8 since the beginning of the year.

6. Emergency Preparedness – Dick Coleman:

A motion was made to appoint John Kawamura as the chair of the EPO committee.

Moved, Seconded, Carried 5-0

Old Business

- 1. Policy Update Mailing:** The revised policies will be mailed to all M8 residents for the required 28-day commentary. The Board will hold a special meeting sometime in December to adopt the updated policy.

New Business

1. Discussion/Vote on 2023 Budget and Coupon:

Mutual Operations Director Paul Donner presented the proposed 2023 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 2023 Budget as presented with a \$174 (18.3%) increase to the monthly coupon. Beginning on January 1, 2023, the monthly coupon will change from \$950 to \$1,124.

Moved, Seconded, Carried 5-0

2. Repayment of Operating/Reserve Accounts:

A motion was made that the operating fund repay \$245,287 to the property fund and the operating fund will repay \$30,000 to the reserve fund.

3. Fee for Reserved Parking Spaces:

This matter was tabled until the next Board meeting in February.

Members' Forum

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

Next Board Meeting

WALNUT CREEK MUTUAL NO. EIGHT

Next Regular Meeting is scheduled for Tuesday, February 14th, 2023, at 1:00 pm, Location TBD.

Adjournment

There being no further business, the meeting was adjourned at 2:57 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**