

# WALNUT CREEK MUTUAL NO. EIGHT

## QUARTERLY MEETING MINUTES OF THE BOARD TUESDAY, FEBRUARY 8<sup>th</sup>, 2021, AT 1:30PM 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:** 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; 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.....December 16, 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. 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.**  
**(This Project has been completed).**
2. Gutter and Downspout Cleaning scheduled for February 2022. 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.**
3. 1224 SC #1 – Replacement of the 4 – meter 400-amp Main Electrical Panel due to 120v Leg panel failure. **Contractor K.R. Electric. Cost \$7,593.13.**  
**(Currently waiting for PG&E to schedule the re-energizing of the new panel).**

# WALNUT CREEK MUTUAL NO. EIGHT

4. 1232 SC #8 – Deck Railing dry rot repairs / Downspout repairs / Dining room drywall crack repairs.

**Contractor Five Star. Estimate \$1,775.00.  
( Scheduling repairs with the resident).**

5. New Phantom Retractable Screen doors. Installed to comply with Fire and EMT Entry access availability  
mandate. **Total Mutual cost 5 -\$550.00 = \$2,750.00.**

**Three units purchased new screen doors on their own:**

1200 #4 , 1224 #1 , 1208 #1/3.

**Five Resident door were paid for by the mutual.**

1200 #1 , 1200 #2 , 1224 #4 , 1224#2 , 1312 #3.

6. 1208 SC Building – Locating possible water leak by golf cart area.

**Contractors: Fire Protection Management and Five Star.**

**At time of report water leak has not been discovered.**

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

Mutual 8 Board presented Rebecca Pollon with a certificate of appreciation for all her hard work and accomplishments in her years at Rossmoor.

The Board and the membership recognized the hard work and professionalism Rebeca demonstrated.

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

The December 2021 financial report highlights are:

Operating Balance: \$98,068

Reserve Balance: \$652,232

## **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:** The committee will meet to plan a couple dates for get togethers.
5. **Emergency Preparedness – Dick Coleman:** Dick Coleman and John Kawamura to work on more topics to present to the residents. Residents are encouraged to visit the Rossmoor EPO website for tips and information.

## **Old Business**

1. **Policy Update Proposals – Solar Energy and Common Area Definitions:** The Board and Melissa Ward discussed the changes that will be made to the Solar Policy.

# WALNUT CREEK MUTUAL NO. EIGHT

The Board suggested several edits for Melissa to make.

The Board approved the proposed policy with the conceptual edits that will be made by Melissa. A special meeting will be held to review the proposed policy at depth.

**Moved, Seconded, Carried 4-0 (Luther Avery lost signal while motion was made)**

## **New Business**

**1. 2022 Annual Meeting and Election of Directors:** Jim Ware reminded residents that there are two open positions to the Board. Alfreda Bell has decided to run for another term. Nomination deadline is February 23, 2022, at 12pm. Any resident interested should contact at Lucy Limon at [Llimon@rossmoor.com](mailto:Llimon@rossmoor.com) or at 925-988-7718.

**2. Motion to approve borrowing from Reserves for Insurance Premiums:**

A motion was made to approve borrowing \$30,000 from the reserve account into operating to pay for the 2022 insurance premiums and to be paid back via coupons by end of the year, 2022.

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

## **Members' Forum**

Residents were afforded the opportunity to express their general concerns and make comments. Topics discussed included: manor lube inspections.

## **Next Board Meeting**

Next Regular Meeting is scheduled for Tuesday, May 3<sup>rd</sup>, 2022, at 2:55 pm, Location TBD.

## **Adjournment to Executive Session**

There being no further business, the meeting was adjourned at 3:20 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

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**Assistant Secretary Mutual No. Eight**