

# WALNUT CREEK MUTUAL NO. EIGHT

## REGULAR MEETING MINUTES OF THE BOARD TUESDAY, AUGUST 15, 2017 AT 1:00PM GATEWAY MULTI PURPOSE ROOM 3

### **Call to Order**

President Bosley called the Regular Meeting of the Board of Directors to order at 1:03PM on Tuesday, August 15, 2017.

### **Roll Call**

**Directors Present:** David Bosley, President  
Craig Miller, Vice President  
Bob Eisner, Secretary  
Luther Avery, Treasurer  
Cindy Ware, Director

### Mutual Operations Staff Present:

Paul Donner, Mutual Operations Director  
Rick West, Building Maintenance Manager  
Rebecca Pollon, Landscape Manager  
Kelly Mattison, Board Services Coordinator

### **Maintenance Report – Rick West**

#### Action Items

1. Sang Electric – LED Light Fixtures. Deferred until 2018 due to budgetary constraints.
2. Professional Gutter Service – Estimate is \$3,775.00 for the buildings and another \$1,560.00 for the carports. Total cost would be \$5,335.00. The Board has until October to decide if they would like to use this new vendor or stay with All Clear.

#### Information Items

1. 1138 SC #2 – AMAC to repair drywall at poured concrete post (completed).
2. 1300 SC – Building dry rot. AMAC awarded the project for \$11,650.00 (completed). Treasurer Avery and Rick West will go over a final punch list with the vendor.
3. Roof build up flat top Duralast project at 1224 SC/ 1296 SC/ and 1300 SC – A One Construction at a cost of \$78,540.00 (scheduling for 9/5/17).

The Board requested that MOD provide timely notification of inspections to residents for major projects over 5,000 that impacts interior of a manor.

### **Landscape Report – Rebecca Pollon**

Lawn Maintenance: Irrigation is on, some stations on 85% of budget. If any owners see stressed lawn areas, please inform Director Cindy Ware.

Entry Maintenance: Unlike other mutual, Mutual 8 requests that maintenance requests are directed to your landscape representative, Cindy Ware.

Landscape Rehab: The MOD landscape crew is currently working in Mutual 8 and will be there through the end of this week. They are planting along the roadside on Skycrest Drive in front of entries 2 and 4.

# WALNUT CREEK MUTUAL NO. EIGHT

## **Financial Report – Paul Donner**

The July 31, 2017 financial report highlights are:

Operating balance: \$61,247

Reserve balance: \$378,974

Over Budget by \$8,384, mostly due to building maintenance

## **Approval of Meeting Minutes**

President Bosley asked for any corrections and/or additions to the following set of minutes:

Special Meeting of the Board.....July 18, 2017

There being no corrections, the minutes were approved as submitted.

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

## **President’s Report - David Bosley**

President Bosley has held the position for 3 ½ months and has dealt with several non-compliance matters and member conflicts. President Bosley summarized the process that will need to take place for adoption of policies, specifically the Senior Housing Restrictions Policy as well as the expectations of today’s meeting. The goal is to keep the meeting from exceeding 2 hours.

## **Finance Committee Report – David Bosley**

President Bosley discussed the current budget deficit and how it may be misleading. He also discussed expected overages in the operating fund and the overall current financial status of the mutual. A raise in the coupon is expected for 2018. The budget process will be taking place over the next couple of months.

## **Building Maintenance Committee Report – Luther Avery**

Building 1300 dry rot project is almost complete. The re-roofing project will begin on September 5. Please refrain from interrupting the workers and report any questions or concerns directly to Luther Avery via phone or email.

## **Landscape Committee Report – Cindy Ware**

Director Ware has been receiving compliments about Gochina. The cinnamon and clove smell throughout the landscape is their weed killer. Also discussed was the progress of the landscape rehab that is now taking place.

## **Membership Committee Report – Linda Jorgenson**

Linda Jorgenson was not present at the meeting to provide a report. Director Ware stated that the updated directories have been sent out.

## **Social Committee Report – Sally Kennedy**

Sally Kennedy was not present at the meeting to provide a report. Director Ware thanked everyone that attended the social; especially the owners who helped organized the event.

# WALNUT CREEK MUTUAL NO. EIGHT

## **Preparedness Committee – Maureen Robinson**

There are 6 buildings left that to have the neighborhood meetings. Information is gathered and distributed as these meetings to help all residents be prepared in an emergency. Please offer any help you can to your building coordinator.

## **Contract Approval**

1. CPA Engagement Letter 2017

A motion was made to approve Bong Hillberg Lewis Fischesser LLP to perform the annual audit for 2017 in the amount of \$4,875 and tax preparation in the amount of \$525.

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

## **Old Business**

The Board of Directors discussed the following items in preparation of adopting new policies. No motions were made.

1. Fines for Rules Violations
2. Senior Housing Restrictions Policy
3. Resident Occupancy – Leases

## **New Business**

1. Light Fixture Replacement

A motion was made to ratify the approval of LED bulb replacements in the amount of \$500.

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

2. Estimate for Hallway and Ceiling Lights

The Board reviewed an estimate in the amount of \$9,945. The estimate was tabled until 2018.

## **Members' Forum**

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

## **Next Board Meeting**

The next Meeting will be held on Tuesday, September 19, 2017 at 1:00PM, in the Multipurpose Room 3, Gateway Complex.

## **Adjournment**

There being no further business, the Regular Meeting of the Board was adjourned at 3:05PM and the Board moved into Executive Session.

## **Executive Session Summary**

The Board of Directors met in Executive Session to discuss homeowner discipline.

## **Secretary's Certificate**

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

WALNUT CREEK MUTUAL NO. EIGHT

A handwritten signature in blue ink, appearing to read "Kellan", with a long horizontal flourish extending to the right.

---

**Assistant Secretary**  
**Walnut Creek Mutual No. Eight**