

WALNUT CREEK MUTUAL NO. EIGHT

REGULAR MEETING MINUTES OF THE BOARD
TUESDAY, APRIL 17, 2018 AT 1:00PM
BOARD ROOM -GATEWAY
1001 GOLDEN RAIN ROAD

Call to Order

President Sorenson called the Regular Meeting of the Board of Directors to order at 1:00 p.m.

Roll Call

Directors Present: Nancy Sorenson, President
Luther Avery, Vice President
Patricia Haug, Treasurer
Bob Eisner, Secretary
Riley Goodhart, Director

Mutual Operations Staff Present:
Kelly Mattison, Board Services Coordinator
Rick West, Building Maintenance Manager
Paul Donner, Mutual Operations Director.

Staff Reports

Maintenance Report – Rick West

ACTION ITEMS: Proposal Review and Approval

1. 2018 Roofing Project – 1284 SC New DuraLast / 1324 Tile to Comp. (Bid Proposals Presented to the Board for vote).
A motion was made to approve Baker Roofing Co. for the roofing project in the amount of \$56,519.
Moved, Seconded, Carried 5-0

INFORMATION ITEMS: Work In Progress or Completed

1. Annual Manor Lube - Contractor Sang Electric - Cost \$6,850.00. (Work in progress).
2. 65 New LED Light fixtures – Contractor; Sang Electric – Cost \$9,945. (Scheduled)
3. 1296 SC #6 Rewiring for resident's oven. Contractor – Gauthiers. (Completed).

Landscape Report – Rebecca Pollon

A report was not presented.

Financial Report – Paul Donner

The March 31, 2018 financial report highlights are:
Operating Balance: \$55,711
Reserve Balance: \$384,649
Actual vs. Budget: currently \$6,696 better than budget

Approval of Minutes

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

Regular Meeting of the BoardFebruary 13, 2018

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Executive Session Meeting of the BoardFebruary 13, 2018
 Organizational Meeting of the Board.....March 23, 2018

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

Moved, Seconded, Carried 5-0

President's Report

President Sorenson thanked everyone who attended the recent Town Hall meeting regarding EV Charging Stations and those who responded to the survey. She also discussed the recent topics from the President's forum which included cleaning out dryer vents.

Committee Reports

1. Finance – Bill Northlich: Bill Northlich provided the following finance report to the Board:

	Operating Fund	Reserve Fund	Total YTD
2017	\$74,700	\$351,395	\$900,982
2018	\$55,711	\$384,649	\$933,687
Increase YOY	-\$18,989	\$33,254	\$32,705
Operating Fund Total Expenses YTD			
Actual	\$79,774		
Budget	\$83,961		
Under budget	\$4,187		
Reserve Fund Expense			
YTD	\$33,991		
Total 2018 Budget	\$95,687		
Remaining Budget	\$61,696		
Percent Used	35.5%		
10 Year Plan			
Est End 2018	\$467,738		
(Beginning 2018)	\$372,051		

- 2. Building Maintenance – Luther Avery:** In addition to Rick West's report Director Avery reported that the Mutual continues to get hit with little emergency repairs that deplete the reserves.
- 3. Landscape – Alfreda Bell:** Alfreda reported that the committee is putting any spending plans on hold besides visual maintenance due to budget constraints. The committee will meet with Rebecca and the Board President to come up with plans for landscape replacements and improvements. The vision is to create a 3-5-year plan to complete some landscape improvements and replacements starting with the entries, which have a lack of color and curb appeal.
- 4. Membership – Linda Jorgenson:** Linda reported on the following new members: Shirlie Burns and Errol Crain of 1256 Skycrest #2, escrow closed on 2/27/18; Marvin Schabert

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of 1232 Skycrest #2, escrow closed on 3/15/18; and Jared and robin Eisenstat of 1232 Skycrest #6, escrow closed on 3/29/18.

- 5. Social – PK Baltrenas:** PK announced that “snack and chats” will take place from 5-7 p.m. on June 7th, September 6th, and October 4th. A summer picnic social is scheduled for July 29th at Sportsman’s Park from 4-7 p.m. The committee will provide hamburgers with fixing, chips and salsa, guacamole, and beer. The committee is looking for more volunteers to join the Social Committee.
- 6. Emergency Preparedness – Maureen Robinson:** Maureen announced her immediate resignation as the committee chairperson. She thanked Sheryl Grey, Cindy Ware, and all the Building Coordinators for their assistance on everything they accomplished in the past year, including supplying and stocking the emergency supply cabinet and running Saturday Drills. She reported on the need to finish her open projects of creating and installing wood signs at the gathering area for emergencies so that each resident has a visual reminder of where to go in an emergency.

Old Business

- 1. Policies Update and Fines for Rule Violations:** Director Haug reported that the policy updates are coming along, 8 out of 18 are completed and the reorganization of the policy book models Second Mutual’s. A fine policy has been drafted that is simpler and it has been provided to the Board for review, then legal will need to review it, and then it requires a 30-day comment period prior to adoption by the Board. The Governing Doc Committee will need to begin working on an Electric Vehicle Policy and Solar Policy.

New Business

- 1. 2018 Roofing Project:** During the maintenance report by Rick West the Board unanimously approved a roofing contract with Baker Roofing Co. in the amount of \$56,519.
- 2. Emergency Preparedness Committee Budget Approval:** A motion was made to establish a budget of \$200/year for this committee and their expenses.
Moved, seconded, Carried 5-0
- 3. Dryer Vent Cleaning:** The Board discussed dryer vent cleaning and how it can be a fire hazard. Dryer vent cleaning is an owner responsibility. Not every manor has a washer and dryer and if the Mutual did a courtesy cleaning that everyone paid for, some manners will have picked up a cost for a service they did not get. Discussion was had on how important it is to ensure that every manor does this on a bi-annual basis. The Board tabled the topic for further information.
- 4. EV Charging Station Survey Results and Decision to Proceed or Not:** President Sorenson announced that 87 manors responded to the survey that was sent out. 7 manors were undecided, 16 manors were in favor, and 64 manors were not in favor. A decision on whether or not to proceed with the PG&E grant project has been tabled until May 14th.

Members’ Forum

Residents were afforded the opportunity to express their general concerns and make comments. Topics discussed in open forum were policy updates, EV Charging stations, roofs and carport roofs.

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Next Board Meeting

The next meeting is the Annual Meeting that will be held on May 1, 2018 in Vista Room at the Hillside Complex. The next Regular Board Meeting will be held on Tuesday, July 17, 2018 at 1:00 p.m., in the Multipurpose Room 3, Gateway Complex.

Adjournment

There being no further business, the Organizational Meeting of the Board was adjourned at 2:05 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.



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