

M50 Buildings and Facilities Committee Minutes  
Friday, April 7, 2023, at 10:00 AM via Zoom

1) Call to Order and Roll Call of Members – Rich Johnstone

Committee Members Present: Doug Bettencourt, Rich Johnstone, and Mark Strovink  
(recused for any discussion on Roeper alteration request)

Committee Members Absent: Gary Goodshaw, Barry Grossberg

MOD Representative Present: Clayton Clark

2) There were no changes to the minutes for the meeting on March 10, 2023.

3) Old Business

3A - Update on roof tune-ups

- a) The committee reviewed the draft Scope of Work to be submitted to the bidding contractors. Changes were made to clarify the instructions on the bid form and the information to be provided in the bids.
  1. On page 8 of the Bid Form, the item A (Base Bid) does not include Options 1a (replace front valley flashing) and 2a (provide extenders at chimney). “(Does not include Options 1a and 1b)” should be added to item A.
  2. On page 8 of the Bid Form, Option 2a should be changed to “extend chimney sidewall flashings” and not refer to metal.
  3. If M50 decides to include Options 1a and 1b in the roof tune-ups, then building 5333 will be included in the scope because these options were not performed on 5333 during the 2022 tune-up.
- b) Visits by the bidding contractors to look at the roofs are scheduled for the week of April 24. Clayton Clark will confirm the bid submission deadline with the contractors. We hope the bids will be submitted 2-3 weeks after the visits.
- c) Shortly after the bids are received, the committee will review the bids and recommend a contractor to the Board. To start the tune-ups as soon as possible, special committee and Board meetings may be requested to select the winning contractor. The committee hopes that all tune-ups can be completed before the rainy season resumes in late 2023.

3B - Update on replacement of exterior lighting with LED fixtures

- a) The committee recommends the Board approve Dellamar Electric as the contractor to replace the 365 external light fixtures. Dellamar was the low bidder at \$96,537.
- b) The committee recommends completion of this project in 2023 rather than in two phases during 2023 and 2024. Completing the work in 2023 will avoid the

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possibility of 2024 price increases and use of a different contractor if Dellamar Electric is not available in 2024.

- c) \$63,175 for this project was included in the 2021-2023 coupons and \$2,500 has been spent, leaving a net revenue amount of \$60,675. The committee requests an additional \$35,862 of reserve funds to pay for this project, which would be recovered in the 2024 coupon. As of January 31, the reserve fund balance was \$1,220,973.
- d) Clayton will ask Dellamar for an estimate to replace the light modules on horizontal and vertical LED fixtures.

3C – Status of condo smoke detectors and exterior alarms

- a) The committee will have a conference call with the Holmes representative on April 17 to ask questions and request changes (if needed) to their draft report on the assessment of M50 AC-powered smoke detectors and exterior buzzers.
- b) A procedure is needed to turn-off false alarms. Possible solutions:
  - 1. In the circuit panel, have the contractor place a label on the switch that turns off the AC-powered smoke alarm (and probably other electrical devices).
  - 2. A stick that residents could use to push the turn-off button on the ceiling-mounted alarm
- c) Mark recommends this process to assist owners with understanding their responsibilities with smoke alarms:
  - 1. Board documents owner responsibilities
  - 2. Board advises owners of their responsibilities
  - 3. Board assists owners with meeting their responsibilities. This might include owners hiring a Board-identified contractor at their expense to test and/or replace alarm batteries.
- d) Clayton recommended against replacing alarms and/or batteries during rehabs as it would require owners to be available for these replacements during rehabs.
- e) Rich will check whether M50 has the authority to enter a unit to replace batteries and/or alarms and to confirm his finding with the M50 attorney.
- f) Doug has cost estimates of \$200-\$300 to replace a plug-in AC-powered alarm to replace the exterior buzzer/horn with a bell.
- g) After the committee has received and reviewed the final report, the recommendations will be discussed at a Board meeting.

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h) Clayton confirmed that annual testing of sprinkler alarm bells is a standard procedure throughout Rossmoor. MOD follows Contra Costa County procedures for quarterly and annual testing.

4) New Business:

4A – Paving of Entry 22 and Remainder of Entry 23

a) The committee recommends the Board approve Black Diamond Paving (the low bidder) for this project. This contractor did the previous M50 paving.

5) Announcements:

a) The next meeting will be on Friday, May 5, beginning at 10 am via Zoom.

6) Adjournment