



Walnut Creek Mutual Fifty (Mutual 50)

**BOARD MEETING MINUTES
TUESDAY, JANUARY 17th, 2023, AT 10:00 A.M.
FAIRWAY ROOM – CREEKSIDE
1010 STANLEY DOLLAR DR – WALNUT CREEK, CA 94595**

Call to Order

President Landeros called the Regular Meeting of the Board to order at 10:00 a.m.

Directors Present

Donna Landeros, President
Jim Bolinger, Vice President Rich Johnstone, Treasurer

Also Present

Mutual Operations staff was represented by Paul Donner, Mutual Operations Director; Clayton Clark, Building Maintenance Manager; John Tawaststjerna, Landscape Manager and Lucy Limon, Board Services Coordinator.

Members Forum

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

Comments included blocked rain gutters and guest parking spaces.

Appointment of New Board Member

A motion to appoint Herbert Roeper as Mutual secretary until the end of term – May 2023.

Moved, Seconded, Carried 3-0

Approval of Meeting Minutes

President Landeros asked if there were any additions or corrections to the following sets minutes:

- a. Regular Meeting Minutes November 15th, 2022
- b. Executive Meeting Minutes November 14th, 2022

A motion was made to approve the above sets of minutes.

Moved, Seconded, Carried 4-0

President’s Report

No report was presented.

Secretarial Report

No report was presented.

Treasurers Report

Rich Johnstone gave the following report:

Operating Fund

- 1) Used for routine payments, such as building and landscape maintenance, insurance, utilities, and professional services.
- 2) As of November 30, Operating expenses were 92% of the 2022 budget.
- 3) As of November 30, the Operating Fund was \$227,818, an increase of \$58,853 from December 31, 2022.
- 4) Significant November financials: The Republic Services charge of \$2,568 for landfill pick-up was approximately twice the normal amount based on pickup service during 10/1 to 11/30. However, in the October financials, the normal charge of \$1,298 was for pickup service during 10/1 to 10/31. An explanation has been requested from the Finance Department.

Reserve Fund

- 1) Used mainly to pay for capital improvements in the current year and to fund capital improvements in future years.
- 2) As of November 30, Reserve expenses were 18% of the 2022 budget.
- 3) As of November 30, the Reserve Fund was \$1,151,714, a \$333,872 increase over December 31.
- 4) Significant November financials: \$4,600 for tree removals by Hamilton Tree Service, which is less expensive than their competitors.

Bank Accounts

- 1) Mutual 50 has two checking accounts at City National Bank (CNB): One for Operating funds and the other for Reserve funds.
- 2) As of November 30, the combined balance of the M50 checking accounts was \$264,854, which was above the \$250,000 limit for FDIC insurance coverage.
- 3) The remaining M50 balance was \$1,149,000 in Reserve funds deposited in CNB Deposit Sweep accounts, which were 100% covered by FDIC insurance.

A motion was made to certify compliance with Civil Code 5500 as of November 30th, 2022.

Moved, Seconded, Carried 4-0

A motion was made to adopt a resolution for 2023 certifying compliance with Civil Code 5502 to allow MOD Accounting to sign checks for Mutual 50.

Moved, Seconded, Carried 4-0

A motion was made to invest approximately \$165,000 of the M50 reserves in a T-Bill that will mature in July 2023.

Moved, Seconded, Carried 4-0

A motion was made to invest approximately \$170,000 of the M50 reserves in a T-Bill that will mature in August 2023.

Moved, Seconded, Carried 4-0

Committee Reports

Buildings and Facilities

Rich Johnstone gave the following report:

Update on Roof Tune-Ups

- a) The committee agreed to suspend roof tune-ups until Spring 2023 when drier and warmer weather is expected. The current cold temperatures and rain condensation make the roofs slippery, which affects roofer productivity.
- b) For the Spring tune-ups, the committee plans to hire contractors supervised by Mr. Hogue, a roofing consultant for MOD.
- c) The committee will consider doing tune-ups for the 5201 and 5213 buildings during their 2023 rehabilitations to take advantage of the lifts that will be in use.
- d) The committee will prepare recommendations for improving the tune-up process before work begins in the Spring.

Update on Replacement of Exterior Lighting with LED Fixtures

- a) Clayton is obtaining current price information for the selected LED fixtures.
- b) There is \$58,000 in the 2022 and 2023 budgets for part of this project, which is scheduled to be completed in 2024. The current cost estimate for the entire project is approximately \$90,000; this estimate is likely to change with updated price information.
- c) The committee is planning to request at least 3 contractors to bid on the parts and labor for this project. After the bids have been received and evaluated, the committee will recommend a contractor, total cost, and installation schedule for Board approval.
- d) There are four types of light fixtures: Vertical wall fixture, horizontal address wall fixture, carport ceiling rafter fixture, and pagoda-style ground fixture. For the initial \$58,000 in funding, the committee is planning to install at least two of these fixtures throughout M50.

Status of Condo Smoke Detectors

- a) The committee consensus is the hallway AC-powered smoke detectors with exterior alarms have exceeded their useful life and should be replaced.
 - b) With the assistance of the M50 attorney, the committee received a proposal from a consultant whose main focus is preventive fire safety. The consultant will be contacted to confirm they will address these questions:
 1. What is your assessment of these detectors and alarms?
 2. What does the fire code require for their maintenance?
 3. What does the fire code require for their replacement?
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4. Can AC-powered detectors be replaced with battery-operated detectors?
 5. Are exterior alarms optional or required?
- c) At the October 18 meeting, the Board approved an expenditure of up to \$5,000 for a demonstration project of a new AC-powered smoke detector with a 10-year battery backup and a wire relay to an exterior alarm bell. The demonstration will confirm whether a second ceiling junction box must be connected to the original junction box to support a wire relay to an alarm bell.
- d) There are no funds in the 2023 budget for the replacement of smoke detectors.

Alteration Request involving Hard-Surface Flooring in an Upper-Level Unit

- a) Currently in the owner's unit, the kitchen and nook are separated by a counter. The kitchen has vinyl flooring, and the nook has carpeting. As part of a kitchen remodel, the owner wants to remove the counter and cover the kitchen and nook floors with luxury vinyl.
- b) The issue is whether CC&R section 4.11 on Floor Coverings allows flooring other than carpet in the nook.

A motion was made to email residents that there will be a smoke detector testing on January 19th.

Moved, Seconded, Carried 4-0

Landscape -

No report was presented.

A motion was made to appoint Marjorie Musante to the Landscape Committee.

Moved, Seconded, Carried 4-0

Governing Documents -

No report was presented.

Old Business

- a. Update on the Holmes Group Assessment: No update.
- b. Entry 22 Issues (Exit Safety and Trash Enclosure): The Board is investigating ways to make entry 22 safer for residents and guests. Tom Cashion has advised that it would be a good idea to cut back the foliage to clear some of the blind spots.

A motion was made to cut back the foliage at Terra Granada Entry 22 and use this to test visibility.

Moved, Seconded, Carried 4-0

New Business

- a. 2023 Investment Plan: *See report attached at the end of these minutes.*
- b. 2023 Election: There are two (2) open seats in this year's Board election. The nomination deadline is April 17th, 2023. Nominations may be submitted by sending an email to Llimon@rossmoor.com or mailing your nomination to the Mutuals' Board Office, 1001 Golden Rain Rd., Walnut Creek, CA 94595. If at the close of the time period for making nominations, there are the same number or fewer qualified candidates as there are board positions to be filled, then the board of directors may, after voting to do so, seat the qualified candidates by acclamation without balloting.

MOD Manager's Report

Paul Donner reported that a lot of hours have been spent on remediating the damage the storms caused. Sixteen trees have fallen, 2 trees fell onto some buildings. There was one major mudslide. MOD accounting has flooded. Contractors and MOD staff have worked together to clear up everything as soon as possible.

Announcements

Next scheduled meeting will be held on Tuesday, February 21st, 2023, at 10am in the Fairway Room at Creekside.

Executive Meeting Disclosure

The Board met in an executive session on Monday, January 16th, 2023, at 3pm to discuss legal, member and employee matters.

Adjournment

The Board Meeting adjourned at 11:37 AM.

Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the minutes.

Lucy Limon

Assistant Secretary
Mutual 50
