



Walnut Creek Mutual Fifty-Three (Mutual 53)

BOARD MEETING MINUTES
FRIDAY, FEBRUARY 24TH, 2023, AT 2:00 P.M.
FAIRWAY ROOM – CREEKSIDE AND ZOOM MEETING
1010 STANLEY DOLLAR DR – WALNUT CREEK, CA 94595

Call to Order

President Mintz called the Regular Meeting of the Board to order at 2:02 p.m.

Directors Present

Barbara Mintz, President
Brad Schimek, Vice President Matt Kaplan, Treasurer (Zoom)
Barbara Landberg, Secretary Michele Huff, Director

Also Present

Mutual Operations staff was represented by Paul Donner, Mutual Operations Division, Clayton Clark, Building Maintenance Manager, and Lucy Limon, Board Services Coordinator.

Guest Speaker – James Lee

James Lee introduced himself as the incumbent GRF Director for district G. He advised members that he will be running for another term on the GRF Board and is hopeful to have the support of M53 members.

Members Forum

Residents were afforded the opportunity to express their general concerns and make comments. Comments included violation of fire codes regarding plantings under steps and candidates for the GRF Board.

The following is a response to the violation of fire code issue from Will Pigozzo, Contra Costa Fire Inspector:

“It appears the vegetation is healthy and green as well as maintained. I will defer the decision to remove it to you and your team. It does not seem to pose an immediate threat of fire hazard to the occupant(s) in my opinion in its current state. If for some reason it begins to die or becomes overgrown then that would be a time to address it, but as of right now I do not see it as a threat”

Approval of Meeting Minutes

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

- a. Regular Board Meeting Minutes January 27th, 2023

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

Moved, Seconded, Carried 5-0

President's Report

President Mintz reported that “Lake Granada” has been drained. There is still no update on if the drains that caused the problem have been addressed (*Paul advised that they haven't*). Some lights have been going on and off at incorrect times, on too early and off too late, Brad has installed new photo cells. Susan and Patty will be retiring from the party planning committee, if any resident would like to volunteer please let Barbara know. Some members have stated that moss has been growing on their front porches, under the maintenance matrix that is a resident responsibility.

As a reminder to all, private gardens are not permitted in Mutual 53.

Treasurers Report

Matt Kaplan gave the following:

This report is based on the December 2022 (unaudited) Financial Report.

As of December 31, 2022, our cash balances were as follows:

- Operating account - \$149,591
- Reserve account - \$425,226
- City National Securities (Treasury Bill) - \$403,004
- Total Cash & Equivalent - \$977,821

For the full year 2022, our revenue was \$39.9K more than budgeted, solely due to rebates from GRF and MOD. This amounted to an additional 6.3% of the operations portion of the coupon.

For the full year 2022, we are reporting \$342.8K in operating expenses, which is \$3.2K over budget, a small percentage of our \$339.6K operating budget. My limited analysis indicates we may actually be over budget by \$8K – \$10K, due to some accrual issues. As expected, we were over budget on insurance and professional services, this somewhat mitigated by being under budget on building maintenance.

Our 2022 Reserve expenditure budget was \$243.1K. our full year 2022 reserve expenditure was \$217.3K, \$25.8K less than budget. The vast majority of this for two roof replacements at \$194.9K.

The amount owed by owners to our Mutual is \$4.3K (\$59 per manor).

- i. Motion to certify compliance with Civil Code 5500 by review of the latest Financial Report.

Moved, Seconded, Carried 5-0

Committee Reports

Governing Documents -

Barbara Mintz and Brad Schimek will be working with the volunteers on a few more policy revisions.

Landscape -

Anne Winters reported that there are 3 work days coming up in April. Compost will be added to the areas that haven't gotten any. Planting will be happening behind 4372 TG.

Building Maintenance -

Jim Jennings provided the following report:

Roof Leak Reports

4400 2B – Leak above kitchen window has reappeared, now awaiting response to a second repair request.

4436 1B – Leak repaired, attic inspection was completed, with no moisture or water damage located. Yesterday 2/23/23 the MOD worker arrived and found the ceiling to be dry and ready for paint. Because the resident had paint on hand and the ceiling was ready, the MOD worker completed the painting.

4372 1B – MOD roof inspection was conducted last week. Broken shingles and at least one hole that had been drilled through the shingles into the roof underlayment that had never been sealed, was found. Contact with vendor and resident who contracted with vendor is pending.

Soil Erosion behind 4372 Terra Granada

In response to reports of additional soil erosion appearing behind and adjacent to the 4372 building, a comparison of the various points that were reported with photos of the locations that were taken in 2021 was conducted. In that comparison Clayton Clark and I found that there are no obvious changes in the soil levels or the amount of soil that is against the base of the foundation since 2021.

We did agree that the area, primarily below units 3A and 4A must be improved. Working with Clayton, John and Anne Winter, the plan is to bring in some more soil to fill some low spots and backfill against the foundation and then install additional plants within a few feet of the foundation of the building. Hopefully this will provide some natural erosion prevention as well and make the area a bit more esthetically pleasing.

Downspout Rerouting at 4444 Terra Granada

Fiala roofing handled this issue quickly, rerouting the two downspouts to the two adjacent garage roofs. From there water follows the down slope of the roof to the garage gutters which in turn empty into attached downspouts which are attached to underground drain lines. A successful conclusion.

The patching and painting where the previous downspout brackets had been mounted, has not yet occurred. Once the rain stops and the weather warms the painting and patching will be completed, possibly by “in-house” personnel.

4348 Garage Repair

AMAC Construction and Restoration has been selected to complete the repair of the garage at 4348 TG.

A work order has been requested for FWC Structural Engineer Company to develop a “scope” of repair and submit drawings to AMAC. From there AMAC will submit a new estimate to MOD and then apply for a building permit from the City of Walnut Creek. Based upon experience with the City, this can take a few weeks!

Elevated walkways – 4412 Terra Granada

Two elevated walkways at 4412 TG were suspected of having some weakened sections, likely due to water incursion and dry rot. Partial disassembly revealed dry rot, with one walkway having significant damage. Due to the weather, temporary fixes are in place on both walkways. Unfortunately, the unforeseen costs are sizeable, particularly for one of the walkways.

Recently an informal “inspection” was conducted of all of the elevated walkways on level B. While certainly not professional by any stretch of the imagination, the observations of that inspection did not present an optimistic picture. A report will be provided to the Board.

Ad Hoc Projects

Trash Enclosures

Hopefully you all have seen that the new Recycle, Compost and Landfill posters are now up in all seven of the Deer Highlands enclosures. We did “seal” the top edges of the posters and hope that will cause these posters to last awhile.

When in doubt, check the posters. Remember, no soft plastic, which includes bags, food wrap, plastic packaging material items are allowed in the recycle bin. All goes in landfill.

Mailbox Replacement

Albert Oliver, a member of the Building Maintenance Committee, is researching options for replacing the existing mailboxes for Deer Highlands.

He has met with the Walnut Creek Postmaster and learned that moving the location of the mailboxes, such as on posts, slots in garage doors would not be approved by the Postal Service. He is now looking at something to replace the current boxes, with consideration to being of adequate size and more impervious to water incursion.

Architectural Review

No report was given.

Finance Committee

No report was given.

Old Business

- a. Policies and Procedures – Collections of Delinquent Assessments Policy to be approved by the Board for distribution to owners for required 28-day review. The policy to be voted on at the March 31st, Board of Directors Meeting.

A motion was made to mail and email the proposed Collections of Delinquent Policy to residents for the required 28-day comment period.

Moved, Seconded, Carried 5-0

- b. Update on Mutual 53 Bank Accounts:
Matt advised that all bank accounts and monthly coupon assessments are all under M53.
 - c. Update on joining ECHO:
President Mintz decided to hold off this topic another month before making a decision.
 - d. Mutual 53 Lighting Project - Brad replaced the Photocell Controller for his building and the lights are working properly now. Brad is requesting approval to install new Photocell Controllers throughout Mutual 53. Cost to purchase photocell controllers is approximately \$236.25. Tom Roberts will work with Brad on this project. There are a total of 15 controllers. Light
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Bulb Replacement Current cost we pay MOD is about \$85 each time a bulb is changed for the cost of the bulb and the labor. Brad is suggesting he and some members of the maintenance committee are willing to do the light bulb changing.

A motion was made to form a subcommittee under the maintenance committee to focus on the lighting project.

Moved, Seconded, Carried 5-0

A motion was made to spend \$236.25 to replace the 15 controllers and extra money if needed to purchase the supply of lightbulbs from MOD and store them.

Moved, Seconded, Carried 5-0

e. Mailbox Replacement – Future Project

Albert Oliver provided the following report:

1. The current mailboxes installed in Deer Highlands are original to construction in the late 1980's. Many of them are experiencing age-related issues, such as warped lids, hinge pins no longer aligned properly, etc. There are also issues with water infiltration, so that mail becomes wet.
 2. Reviewed by walk through and observation the different types of mailboxes installed around Rossmoor. These include the hinge-top type similar to those currently installed at Deer Highlands, wall mounted commercial-type mailboxes with locks, and even post mounted boxes with flags.
 3. In walking through entry 15 on Terra Granada, it was noticed that there are mailboxes which are similar to those in Deer Highlands, but are mounted on the fronts of garages, between the doors. This appeared to be a possible solution. The fronts of most of the Deer Highland garages have a roof overhang, which might work as a rain shelter.
 4. I spoke with the postmaster for our area, Otena Brown, who informed me that the mailbox locations cannot be changed due to delivery logistics. This indicated that simply changing out the mailboxes would be the only course of action.
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5. It was noted that at the garage for 4320, there have been 2 mailboxes replaced with ones that have a continuous lip on the top cover. This led to two questions- How did they get replaced? And what was the process? (After the meeting one of the owners informed me that the box was purchased by the owner, and that MOD installed it.
6. I corresponded with Mireya Cruz at Alterations and Resales, and it appeared that MOD would both supply and install the boxes. However, the process for doing so was not entirely clear, so my email was forwarded to Bill Parsons for clarification. I have also placed follow-up calls but have not yet heard back from him at this time.

New Business

- a. Tony Allenza requests to present information to the Board of Directors RE: Solar Panels on neighbors.

Tony Allenza provided a report to the Board and addressed his concerns and suggestions regarding the solar panels on his neighbor's units.

The Board advised Mr. Allenza that they will contact MOD to come out to his unit and inspect the damage on the list.

A motion was made to not approve any alterations applications from Simply Solar at this time.

Moved, Seconded, Carried 5-0

- b. Bids for 2 new roofs for the last two buildings. Bids for new roofs for garages and carports:

This matter was tabled until the March meeting for more clarification on the contract.

- c. Civil Code 555.1 Inspections of Balconies and Walkways – Barbara asked Clayton for bids for engineering companies to inspect walkways and balconies:
No discussion was held.

MOD Manager's Report

Paul Donner reported that the GRF Board agreed to increase the alterations and resales fees, the increases will be around \$25-\$50 and will take effect by March 18th. The alterations crew is not included in the coupon, they are funded by the by the

number of people that apply for permits. The Director of Residents Services position is close to being filled. Only a few resumes have been received for the CFO position, none of them were impressive.

Announcements

Next scheduled meeting will be held on Friday, March 31st, 2023, at 2pm in the Fairway Room at Creekside and via zoom.

Adjournment

There being no further business President Mintz adjourned the Board Meeting adjourned at 3:51 PM.

Secretary's Certificate

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

Lucy Limon

Assistant Secretary
Mutual 53