

BOARD MEETING MINUTES
FRIDAY, MARCH 28, 2025, AT 2:00 P.M.
CLUB ROOM- CREEKSIDE AND ZOOM MEETING
1010 STANLEY DOLLAR DR – WALNUT CREEK, CA 94595

Call to Order

President Schimek called the Regular Meeting of the Board to order at 2:01 p.m.

Directors Present

Brad Schimek, President
David Hendricks, Vice President Matt Kaplan, Treasurer
Barbara Landberg, Secretary Barbara Mintz, Director

Staff Present:

Clayton Clark, Building Maintenance Manager
Lucy Limon, Board Services Coordinator

Members Forum

Residents were afforded the opportunity to express their general concerns and make comments. No comments were made.

Approval of Meeting Minutes

President Schimek asked if there were any additions or corrections to the following minutes:
a. Regular Meeting Minutes..... February 28, 2025

Dave Hendricks made a motion, and Barbara Mintz seconded, to approve the minutes to the aforementioned Board meeting with one correction.

Moved, Seconded, Carried 5-0

President's Report

President Schimek provided the following report:

The restoration of the Deer Highlands entry sign is nearing completion. The paint was purchased this week. After a couple coats of the base color are painted over the entire sign, the letters and highlights on the front will be painted by Barbara Landberg and Marge Graham. We just need several days of dry weather to complete the project.

The steps in preparation for the building rehabs on Level B are progressing. There will be further details about that later on in this meeting.

The contract has been signed with Fiala Roofing to complete the reroofing of the rest of the garages and carports. We are now just waiting for clear weather to get the project scheduled.

The draft Election Rules for the Mutual have been completed. Later in the meeting, the Board will vote to send them to the owners within the Mutual for a 28-day review period. After the review period, any possible changes will be sent to our attorney for consideration. After that review, the Board will vote to accept the policy, and it will be added to the Governing Documents Section on the web site.

Lastly, an electrical issue was discovered at one of the buildings where the electrical circuit for two of the garages were routed to the wrong unit by the original developer. The Mutual and MOD is working on a fix for the issue. In the very near future, a check of all the garages will be done with the help of the Building Captains and the Building Maintenance Committee to make sure that this is an isolated incident.

2. MOD Report

a. Jeroen Wright, Director of Mutual Operations:
No report was made.

b. Todd Arterburn, Chief Financial Officer:
No report was made.

Treasurers Report

No report was given.

- a. Motion to certify compliance with Civil Code 5500 by review of the latest Financial Report.
No motion was made.

Committee Reports

Architectural Review

No report was made.

Landscape

No report was made.

Building Maintenance

Jim Jennings provided the following report:

Old Business

4320 unit 2B

In February the new residents of this unit reported water stains on the ceiling of one room. A work order was created and an MOD roof inspection requested.

In mid-March it was brought to the attention of the BMC that the resident was not aware of results of the roof inspection, therefore a review of the work order record was requested. The BMC Chairman asked the residents for a copy of the unit inspection that would have occurred prior to move in. Although no response has been received for that request, a return visit by MOD was set up for March 24th. The results of that visit are as yet unknown.

4400 2B

Significant progress is being made on the restoration of unit 2B with wallboard installed and tapping and texturing completed. Texturing quality appears to be an excellent match with the existing texture.

MOD, specifically Clayton Clark and our Mutual Board has been working together with contractors and the insurance carriers for all involved parties. The ultimate goal from our perspective is that the resident owner of 2B as well as the family of the former owner of 2A are made whole.

The Mutual and BMC are continuing to monitor the progress to full and complete restoration.

4400 3B

The touch up painting of the siding on the landing/walkway structure behind the garages of 4400 2B, 3A and 3B is still pending.

Deer Highlands Sign

The Deer Highlands sign will be painted to match the color of the buildings in Deer Highlands. Once that paint is applied and dry, Dolly, Molly and Bukley will be hand painted by two of our resident artists. Both will take place once a long-term forecast indicating no rain is published. This will also require a short term sprinkler shutoff.

Mutual Rehab Project

Preparation for the 2025 building rehab continues on Level B.

The downstairs residents of Buildings 4400, 4412, 4424 and 4436 have been notified that an inspection underneath those buildings is scheduled to occur April 14 and 15.

Residents will be asked to provide a time on either the 14th or 15th, on which they will be available to allow the inspector to enter their units and access the crawl space hatches. Should residents be absent, they have been asked to identify a relative, neighbor or Building Maintenance Committee member who will be able to provide access to the inspector and remain present during the time the inspector is inside each residence.

Because there are firewalls separating the basement area of the buildings, the inspector will need to gain access through the floor access hatch in each unit. The downstairs residents of those buildings have also been asked to first locate the basement access hatch for their units. Once located, residents are to clear all personal property/objects away from the hatch so that the inspector is able to easily enter the crawl space hatch without having to move any objects and without risk of damaging personal property.

A schedule will be prepared by the BMC and distributed to all involved residents.

New Business

Electrical Wiring Inspection May Be Needed

In the process of providing an estimate of the cost to remove solar electrical equipment from the 4372 building, an electrician attempted to shut off the power breaker to the garage of a B unit. The breaker in the B unit was discovered to control the power (lights & opener) in the garage of the A unit, while the breaker in the A unit controlled the power in the B unit garage. It may have been a mistake made in the wiring at the time of construction, or a mistake in designating the garages of each unit. The question is, was this a one off, or are there others that we don't know about. It becomes an issue if car chargers are installed in garages.

At the Boards direction, the BMC will be contacting residents in order to verify that the breaker for their garage power, is in fact connected to the correct garage.

Fire Suppression Sprinkler Line Update

The formal inspection report from Fire Protection Management Inc. was finally received by the Mutual 53 Board of Directors. Unfortunately, the inspection was unable to provide as much information as we had hoped for.

The most significant revelation, as has been previously reported, is that most of the pipes in the attics of level B are CPVC while most of the pipes in the attics of units on level A are steel.

Other observations included two units in which rodent activity was actually observed and one firewall that was damaged, possibly by a previous owner. Work orders were submitted for the rodent problem and the repair of the firewall will occur as part of the rehab of the impacted building.

Other Project or Issue Updates

4320 Building

Deficiencies at the point of water intake to the 4320 building were identified by MOD. Residents were advised of the repair and the necessary shut off of water to the entire building. On March 18th a new ball valve and angle stops were installed to provide a more efficient shutoff in the event of future emergencies or maintenance needs. Water was restored to the building by 11:30 AM.

4412 – 2B

The resident noticed a long, straight separation at a wallboard joint in the hallway ceiling between living room and master bedroom. A BMC committee member looked at it and recommended that a request be made to MOD to determine the cause. An MOD staff member examined the separation and concluded that a tape seam had broken due to the ceiling/wall connection pulling apart. A thermal camera and moisture meter found no evidence of moisture intrusion. The conclusion is that this is a common break in a taped wallboard seam that is often the result of earth movement or natural settling of the structure. The Mutual 53 Responsibility Matrix establishes that repair of this type of defect is the responsibility of the condominium owner.

4436 – 1B

Thanks to Joan Liston for her email notifying neighbors and copying the BMC of the window replacement project that will begin April 9th. Good to know.

Fire Extinguisher Inspection Process

On March 4th Albert Oliver and Mutual 53 President Brad Schimek attended the Fire Extinguisher Inspection training presentation, arranged by Jerone Wright.

The speaker was Contra Costa Fire District Inspector Christy DeMaria.

Inspector DeMaria presented a number of points recommended by CFD to be inspected, as follows:

- condition of sprinkler (nozzle)
 - condition of hose
 - condition of handle locking pin
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- pressure gauge indicator (if the extinguisher is overcharged, it should be replaced)
- access to the extinguisher

All of those points already exist in the Mutual 53 inspection process. However, there were two differences between the Fire Inspectors process and our process. The CFD inspection guide did not mention checking for instructions for use of extinguisher, that should be clearly visible on the extinguisher itself. That is a point mentioned on a number of national fire agency websites as being important. Also not mentioned by Inspector DeMaria was assessing the condition of the extinguisher mounting box. While not as critical as the condition of the extinguisher, it is necessary to verify that each extinguisher is secured within the box. One new idea that was mentioned during this session was the use of Velcro strips to attach the plastic extinguisher box cover to the box. An excellent suggestion, particularly when the plastic tabs on the top of the box covers are broken off.

This presentation provided a good exchange of information and served to validate the process used by Mutual 53.

The March Fire Extinguisher inspection was completed by Brad Schimek. Noted during that inspection was the gauge on Fire Extinguisher 14E showing “Recharge” needed. A work order was submitted requesting recharging or replacement of that extinguisher. Both tabs on the covers of extinguisher boxes 11E and 13E were also found to be missing. The use of Velcro will be employed to secure those two covers.

Trash

Compost Pickup and Cleaning

New compost collection trucks being deployed by Republic Services. Their pickup schedule now appears back to normal with entry 14 pickups occurring between 10:00 AM and 11:30 AM on Tuesdays. This nicely accommodates the compost bin cleaning that takes place on the 4th or 5th Wednesday afternoon of each month.

Trash Enclosure Maintenance

I have received new Recycling and Organics (Composting) instructional posters. Those will be installed in the trash enclosures once the rain is gone for the year. We have also received replacement enclosure ‘A’ and ‘B’ signs. The ‘B’ will be installed this weekend. The ‘A’ gate is still on the waiting list for painting. Once the gate is painted the ‘A’ will be re-installed.

Governing Documents

No report was given.

Finance Committee

No report was given

Social Committee

No report was given

Old Business:

- a. Updating of Building Rehab Progress:

Clayton Clark reviewed the building rehab program, with a focus on the inspection process, carpentry, painting, and deck coating bids. The timeline for these tasks is estimated to be mid-to-late April. Clayton mentioned to the Board to act on the painting and deck coating bids at the April meeting. The rehab process was explained, including the inspection, carpentry, deck coating, and painting phases.

Jan Artley briefly reported on the progress on looking at possible paint colors for the Rehab of the buildings. The committee members have looked at other mutuals in Rossmoor. The committee will be providing paint color ideas to the Board of Directors.

New Business:

- a. Vote to send new Election and Voting Policy to owners for 28-day review
Barbara Mintz made a motion, Barbara Landberg seconded to approve the Election and Voting Policy as written by Melissa Ward and to be distributed to the membership for the required 28-day comment period.

Moved, Seconded, Carried 5-0

Announcements

Next scheduled meeting will be held on Friday, April 25, 2025, at 2:00 pm in the Fairway at the Creekside Clubhouse and via Zoom.

Adjournment

There being no further business President Schimek adjourned the Board Meeting adjourned at 2:43 p.m.

Secretary's Certificate

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

Lucy Limon

Assistant Secretary
Mutual 53