



ROSSMOOR

WALNUT CREEK

Walnut Creek Mutual Fifty-Three (Mutual 53)

BOARD MEETING MINUTES
FRIDAY, MARCH 31st, 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 2:00 p.m.

Directors Present

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

Also Present

Mutual Operations staff was represented by Clayton Clark, Building Maintenance Manager, John Tawaststjerna, Landscape Manager, Victoria Thomas, Board Services Coordinator, and Lucy Limon, Board Services Coordinator

Members Forum

Residents were afforded the opportunity to express their general concerns and make comments. No residents wished to speak.

Approval of Meeting Minutes

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

- a. Regular Board Meeting Minutes February 24th, 2023

A motion was made to approve the above minutes.

Moved, Seconded, Carried 5-0

President's Report

Mintz reported that some units have experienced leaks in their roofs due to the heavy rain. Thanks were given to Jim Jennings and MOD for their response. "Lake Granada" is currently still full.

Deer Highland parties continue with the next party on May 2nd for Taco Tuesday. Thanks were given to the volunteers that made the parties so successful in the past, Susan Kline and Patti Hayden. The new party organizers are Susan Davis, Lori Ann Pope, and Bonnie Kuki.

A group of Mutual Presidents and some Treasurers have formed a task force to research and get additional information regarding the insurance program in effect for GRF and the Mutuals.

M53 owners are required to have insurance coverage for their personal belongings, and liability.

Mintz reported on the shared deductible agreement and that all the Mutuals have agreed to participate in the program for the year 2023.

The Board is aware of areas that have been damaged by woodpeckers and dry rot. These items will be addressed when rehab is scheduled.

Treasurers Report

This report is based on the January 2023 Financial Report.

As of January 31, 2023, our cash balances were as follows:

- Operating account - \$197,162
- Reserve account - \$423,640
- City National Securities (Treasury Bill) - \$405,937
- Total Cash & Equivalents - \$1,026,739

The large operating account balance will be reduced greatly when the approximately \$120,000 annual property insurance is paid.

A single month does not provide much performance guidance, but a review of January 2023 does not show any major expenditure variance or other concern.

Amounts owed by owners to our Mutual is \$3,343 (\$46 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 -

The Committee has been working on the Rules and Policies. The committee plans to use a format similar to another Mutuals. To use the same format as another Mutual does. The Board will give monthly feedback to the committee. All committee members appointed by the Board of Directors are covered by D&O Insurance.

A motion was made to appoint Bruce Smiley and Sam Kushner to the Governing Documents Committee.

Moved, Seconded, Carried 5-0

Landscape -

MOD pre-paid workdays are scheduled for April 3rd and 5th. Tawaststjerna reported that he met with the Committee a couple weeks ago to discuss what to do behind 4372 as there are concerns about the erosion. The Committee was advised by Jim Jennings to consider including soil and shrubs along the foundation, ground cover, and to plant several trees. There will be compost spreading. This is a 3-year cycle. The lawn was removed into seeding and has not been replaced. This area is next.

A motion was made to appoint Anne Winter, Anne Bussey, Joan Liston and Vicky Jennings to the Landscape Committee.

Moved, Seconded, Carried 5-0

Motion made to approve the contract from MOD to purchase the plant replacement materials with a cost of \$4,662.82.

Moved, Seconded, Carried 5-0

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 aesthetically 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 sizable, 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 a while.

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 to the 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.

A motion was made to appoint a Lighting subcommittee under the Building Maintenance Committee with Brad Schimek, Stephen Graham, Wayne Bruce, and Tom Roberts as members.

Moved, Seconded, Carried 5-0

A motion was made to appoint James Jennings, Thomas Roberts, and Albert Oliver to the Building Maintenance Committee.

Moved, Seconded, Carried 5-0

Architectural Review

No report was given.

Finance Committee

A motion was made to appoint Phyllis Redfield and Donald Mintz to the Finance Committee.

Moved, Seconded, Carried 5-0

Old Business

- a. Policies and Procedures – Collections of Delinquent Assessments Policy was sent to all homeowners for review.

A motion was made to approve and adopt the Collections of Delinquent Assessments Policy.

Moved, Seconded, Carried 5-0

- b.** Mutual 53 Lighting Project – The lighting sub- committee has purchased light bulbs at a better price than MOD could provide. Brad and the committee will be walking around the Mutual to determine what bulbs need to be replaced.

- c.** Mailbox Replacement:

A comparison survey reviewing existing mailboxes to be found at Rossmoor, as well as possibilities for replacement, is in progress.

As for new mailboxes, both the apartment-type metal ganged boxes (6 box configuration) and individual residential boxes are being reviewed.

Mailbox types include those that can be either locked or not, while the apartment type boxes are locked by default.

An issue with the apartment type is configuration mounting, and size. Surface mounted boxes are best, as recessing into existing garages could be problematic. It turns out that vertical boxes, while least impactful space wise, are now only allowed by the post offices as a one-for-one replacement. This is because they are top loading and are not the best in an exterior location, unless there is coverage from rain. Horizontal and box types are okay as they open from the front to loan mail. However, these are very deep, front to back at 17”-18”. Whereas, the vertical boxes come in a 6-gang configuration. The horizontal box types may need to be specially configured. I assume that a 4-gange configuration would be within a 6-gang, with two box slots closed off.

If the Board needs more specific information, then a talk with a manufacturer will be needed.

If people have new mailboxes, they belong to the Mutual and not the owners.

- d.** Solar Installation by Simply Solar 4372 B

A report was prepared by Fiala Roofing and presented to the Board. As per the report, the solar panels installed on 4372 Unit B were attached improperly with no flashing and no winter guards. The panels need to be removed and the roofers need to repair the damage to the roof caused by the poor installation with a cost of \$5,625. The Alteration was approved by Third Mutual, however, it seems to now be the responsibility of Mutual 53. The owner of the unit is ill and her son seems to be her contact at this time. The Board agreed to have a Special Meeting with the owner’s son to discuss that it is the owner’s responsibility to correct the damage. The insurance carrier should be put on notice as it is possible that the Third Mutual is on the certificate and not Mutual 53.

- e.** New Roofing Project 2023

There was a lengthy discussion on whether to finish all the roofs, garages, and carports this year. To date, the project has been ongoing for 8 years. The Mutual would save \$1,250 on each of 2 garages if the roofs are replaced at the same time as the buildings. Doing the projects at the same time and in one year is costly, but it reduces the potential of a price increase in materials, labor, etc.

When the garages are completed, the Mutual needs to reimburse the four owners in building 4364 who paid for the roofing of their garages.

The cost for all the roofs to be replaced, with the deduction of \$2,500, is \$359,108. The Board decided to defer this decision until the April meeting. The Board would like to have the results of the inspection of walkways and balconies first and make sure that we will not have other big expenses or surprises.

f. Inspections of Balconies and Walkways Civic Code 555.1

There were 2 bids from Structural Engineers for inspection of decks and walkways and balconies. They are each required to inspect 95% of the structures and it is important for people to be home to let them have access. This will save us money.

A motion was made and seconded to hire IDA for inspections at a cost not to exceed \$5,400. The estimate from FWC was \$12,480.

Motion, Seconded, Carried 4-1 (Mintz opposed)

New Business

a. Check signing procedure.

The Board members discussed having a member of the Board sign the checks prepared by the Accounting Department for the Mutual's expenses. The discussion was about the ability to see the backup information for the checks and spot any errors before the checks were mailed. However, Treasurer, Matt Kaplan explained that the backup for the checks was not available when the checks needed to be signed. The Board decided not to make any check signing changes at this time.

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 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, April 28th, 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 3:45 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