

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

- Operating checking account - \$72,837
- Reserve checking account- \$466,291
- Reserve account - City National Securities (Treasury Bill) - \$403,023
- Total Reserve account - \$869,314
- Total Cash & Equivalents - \$942,151

For March 2023 year-to-date we are about \$7.5K overbudget in work order maintenance. The two main items causing this are roof leaks and entryway inspections. Also, reserve expenditures are \$8.5K, with about \$6.8K of the total for unbudgeted unit entryway rehab.

Amounts owed by owners to our Mutual is \$3.1K (\$44 per manor).

- i. Matt Kaplan made a motion and Brad Schimek seconded to certify compliance with Civil Code 5500 by review of the latest Financial Report.
Moved, Seconded, Carried 5-0
- ii. Brad Schimek made a motion and Barbara Landberg seconded to appoint Tom Hand as Mutual 53's as Assistant Treasurer.
Moved, Seconded, Carried 5-0

Committee Reports

Governing Documents

President Mintz advised that in the month of June the committee will be meeting to discuss the first draft of policy revisions that will be presented to the Board and then mailed to the membership for their commentary. The goal is to complete the revisions before the Annual meeting October.

Landscape

Anne Winters gave the following report:

The committee welcomed Julie Minor-Schimek as a new member.

We discussed the possibility of rock borders where the lawns were removed, and new planting done in front of 4436 and 4400. Could be done in our July workdays if it doesn't detract from the sprinkler review. Anne will discuss with John T.

Our June and July meetings will include walk-throughs to familiarize ourselves with the plant types, and especially the empty spaces in preparation for fall planting.

It was decided that after the planting in the area between Level A and B, the next priority will be the planting at the entrance, following that, across from 4320. MOD will not be able to do it all in our fall workdays; if there are sufficient funds remaining, we can get a bid from Terra for additional work.

Discussed handling of any resident requests. Requests can be received by any committee member, who will bring it back to committee for determination. Chairperson keeps a list of requests made.

Other items discussed:

1. The newly planted verbena in front of 4436 is being eaten by something. Deer? I will ask Kevin Jackson if they can do some cages. (Update: they are using a deer repellent spray; the plants are looking better now.)
2. I do a tree walk-through in the fall with the arborist and the Waraner rep. to discuss what should be trimmed, particularly in view of fire regulations. Waraner then compiles a bid.
3. The possible request for removal of one pistache in front of 4300. The ball for that is in Matt Kaplan's court. The final decision will be up to the mutual board.
4. Joan and I are working on a write-up of the landscape committee's procedure, hopefully to be ready for review before the next meeting.

Building Maintenance

Jim Jennings provided the following report:

Balcony Inspection

As you all know, on May 1st and May 4th an inspection of every balcony and elevated walkway in Deer Highlands was completed.

What could have been a project complicated by scheduling conflicts and access challenges, was anything but! The entire process ran smoothly and took much less time than expected. That would not have been the result had it not been for the cooperation of every resident of our community and the excellent support by every one of our Building Captains.

Building Captains found themselves tasked with enlisting the cooperation of their neighbors to allow access by strangers into their homes and to comply with a schedule over which each resident had no control. I will admit that I went out on a limb here making such requests, as Building Captains had never before been asked to make such demands on residents. Yet, they all came through and I thanks to all of you we saw wonderful cooperation. My thanks to all of you.

It is anticipated that publishing of the final inspection report will take six to eight weeks. I will make a totally unofficial comment that the inspectors did not find any issues of serious concern for any of the balconies. There were, however, some indications of conditions that need further examination on some of the elevated walkways.

4348 Garage Repair

I could hardly wait to report that the construction project to repair the damaged garage at 4348 Terra Granada began on Monday the 22nd. At last. In speaking with the site supervisor, I learned that it took the Walnut Creek Building Department more than two months to issue the permit for this project. The estimated length of time for the project is two weeks, give or take.

Building Maintenance Report

I was invited to meet with Clayton Clark and Jim Hayes of Mutual Operations Maintenance Division managers to bring us up to date on a number of ongoing projects.

Elevated walkways – 4412 Terra Granada

The repair/replacement of the landings and elevated walkway surfaces at 4412 1B and 2B is nearly completed. The removal of the old surfaces and the application of the new sub-flooring and surface coatings is a complex process and as might be expected, resulted in dings and nicks on the lower sections of the steel rails. The paint that is on all of our existing railings was likely applied around 2012. Unfortunately, California Clean Air and Haz Mat laws have changed since then, resulting in the paint that had been used, now no longer legal in California as it contained high levels of Volatile Airborne Chemicals. Now they are using a Kelly-Moore, low VOC, one step (self-priming) paint that does still contain Rust-Oleum additive. Of course, that new paint is expensive. As might be expected, the color of the new paint does not quite match and is a shade or two darker than the existing color. The idea is to cover the recently exposed metal to avoid rust occurring now. The complete repainting of all of the railings will occur as part of the building rehab process that will likely take 2 or 3 years from now. I have looked at what has been done at 4412 – 2B and although it is somewhat darker, it looks passable and is certainly better than rust spots that will bleed and expand under the edges. The touching-up of the 1B railing was delayed while the remodeling project of that unit was underway. That railing will be completed shortly.

Re-roofing Project 4340 and 4436 Buildings – A Cost Saving Adjustment

As preparations are being made for the installation of the new roofs at 4340 and 4436, preliminary assessments of the structures have revealed significant dry rot in at least 50 lineal feet of fascia boards on these roofs. Clayton Clark and Jim Hayes of MOD have worked out a deal with Fiala Roofing, in which MOD will remove and replace the rotted fascia boards and trim pieces, instead of the Fiala workers. This will result in a much lower cost to the Mutual and a more

Building Maintenance – Re-roofing Project

aesthetically pleasing appearance. The roofers are good at installing roofing materials, the installation of more cosmetic materials such as fascia boards and trim is not their forte. What I hope are the last Leak updates for the year

4436-1B – It was discovered that the surface preparation and painting of the stained interior ceiling had not been completed as of May 25th. This likely occurred due to there having been two separate leak reports (February and March). February was closed out as completed and somehow that was linked to the March report. The painting has now been scheduled.

4412-1B – What was thought to be a clogged downspout and/or gutter is now believed to be a seam connecting two pieces of downspout that was not sealed. Examination and resolution are pending.

Architectural Review

No report was given.

Finance Committee

No report was given.

Old Business

- a. Mailbox Replacement –President Mintz reported that the Board asked for volunteers to research types of new mailboxes for Mutual 53, it was thought of as a future wish project. President Mintz thanked Albert Oliver for all his work and research.

Barbara Landberg made a motion and Brad Schimek seconded to put off this project and consider it again in the future.

Moved, Seconded, Carried 5-0

- b. Solar Installation by Simply Solar at 4372 – A plan to repair the roof damage done to the roof by the solar area is being formulated. Board to report further at next meeting.
- c. New Roofing Project – A contract with Fiala Roofing has been signed. There is some dry rot that needs to be repaired before the roofs can be replaced. MOD will be doing the dry rot repairs followed by the installation of the new roofs.
- d. Inspections of Balconies and Elevated Walkways Civil Code 555.1 – The inspections were completed on May 1 and 4. The Board is currently waiting for the reports. They were told the time frame is about 8 weeks.
- e. Turn Around Areas for Emergency Vehicles – At the April Meeting, the Board of Directors voted to paint the curbs red and install signage in the turnaround parking spots on Levels A and B. Brad reported on the two bids presented from Clayton Clark. Brad and Jim consider that at this time the priority is to paint and not worry about the signs.

Brad Schimek made a motion and Barbara Landberg seconded to amend the motion made at the April meeting and approve the MOD contract not to exceed \$600 to paint the red curbs on level A and B and defer the installation of signage.

Moved, Seconded, Carried 5-0

New Business

- a. Clayton and Jim Jennings Meeting RE: painting of railings at 4412 1B and 2B due to repairs of elevated walkways. Due to changes in the law regarding paint materials and changes to paint colors, new paint will not be an exact match. Only the chips and dings on the lower portions of the railings caused by the repairs of the Elevated Walkways are to be repainted.
- b. Appointment of Evan Spinrod as the Inspector of Elections for the 2023 Director Election.

Michele Huff made a motion and Barbara Landberg seconded to appoint Evan Spinrod as the Inspector of Elections for the 2023 Director Election.

Moved, Seconded, Carried 5-0

MOD Manager's Report

Paul Donner reported that fire abatement work has begun, John Tawaststjerna and Tom Cashion will be working on this with Contra Costa Fire. Jeroen Wright, Paul's replacement, will begin on June 12th and will be training with Paul until his last day.

Announcements

Next scheduled meeting will be held on Friday, June 23rd, 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 2:47 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