

# WALNUT CREEK MUTUAL NO. FIFTY-NINE

## REGULAR MEETING MINUTES OF THE BOARD TUESDAY, JANUARY 12, 2021 AT 1:30 P.M. ZOOM MEETING

### **Call to Order**

President Dowling called the meeting to order at 1:30 p.m.

### **Roll Call**

**Directors Present:** Philip Dowling President  
Myra Belfiore, Vice President  
Bonnie Waxman, Treasurer  
Nancy Werner, Secretary  
John Tienken, Director

**Also Present:** Paul Donner, Director of Mutual Operations; Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager; and Kelly Maki, Board Services Coordinator.

### **Approval of Meeting Minutes**

- a. Regular Meeting held on September 8, 2020
- b. Executive Session Meeting held on October 13, 2020
- c. Special Budget Review Meeting held on October 14, 2020
- d. Special Budget Approval Meeting held on October 29, 2020
- e. Annual Meeting held on November 2, 2020
- f. Organizational Meeting held on November 2, 2020

A motion was made to approve items a-f above.

**Moved, Seconded, Carried 5-0**

### **Residents' Forum**

Residents were afforded the opportunity to express their concerns, make comments, and have questions answered by the Board and Mutual Operations Division (MOD) staff representatives. Topics discussed included: pool contract with Mutual 61; elevators, and landscape days.

### **President's Report:**

President Dowling reported on topics that were discussed in the last President's Forum which included: feral pigs; elevator contractors; resident billable forms; smoking; rental restrictions; carport assignments; MOD billable rates; gutter guards; insurance costs; and a COVID-19 Update from Tim O'Keefe.

President Dowling also reported about complaints he received about owners not wearing masks in the elevators and common areas.

### **Financial Report: Paul Donner**

Paul Donner reported that the most recent financials for review are the November 30, 2020 financial reports. The accounting department is still working on the year-end financial reports.

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## **Building Maintenance Report: Rick West**

Rick West, Maintenance Manager reported that 3 emergency approvals took place since the last regular meeting. The Board made a motion to ratify the approval of:

- Gathiers contract in the amount of \$1,685 for railing damage at 5910 HC
- 5 Star contract in the amount of \$1,695 for plumbing repairs in the wall at 5954 AW #2B
- All Bay Heating and Air contract in the amount of \$1,375 at for in wall AC noises at 5954 AW

**Moved, Seconded, Carried 5-0**

Rick West gave the following report:

### **INFORMATION ITEMS: Work in Progress, Scheduled or Completed**

1. In 2020 The Mutual Board hired a Structural Engineering Company (FWC) to complete the required Senate Bill SB 326 - Raised Component Inspections. The Project will be completed in two Phases over two years starting in spring / summer 2021. We should be receiving their schedule soon. (scheduling work to begin)
2. The Mutual Board also hired Five Star to complete sewer line maintenance for all 6 Buildings. (work has been completed)
3. Welcome Services was contracted to complete pressure washing of the - Stairwells, Trash rooms and Trash shoots in all 6 Buildings. (work has been completed)
4. Black Diamond Paving was hired by the mutual Board to fill cracks and seal coat Autumnwood Dr. GRF paid to have Silicon Valley Paving fill asphalt cracks at the bottom of Horseman's Canyon Drive. (Seal Coat will be applied in spring 2021)
5. Algae Busters and Burkett's Pools completed the items listed by the health Dept. for compliance. (Pool and spa are ready for opening in spring)
6. Inspections were completed on your gutters and downspouts - gutter and downspout cleaning was completed at the end of November. (work has been completed)

## **Landscape Report: Rebecca Pollon**

Rebecca Pollon gave the following report:

### **2021 MUTUAL ANNUAL WORKSHEET MUTUAL 59-PINNACLE RIDGE**

2021 PRIORITIES

**Refreshing the raised planters in the courtyards**, especially in 5954

**REHAB ANNUAL BUDGET (RESERVES) \$10,000**

#### **AVAILABLE BUDGET \$**

|  |               |                    |                   |                 |
|--|---------------|--------------------|-------------------|-----------------|
| MOD days<br>(tentative,<br>subject to<br>change) <b>59</b> | 23 days total | Spring-<br>13 days | Summer-<br>4 days | Fall-<br>6 days |
| <b>Dates</b>   | 4/19-5/5      | 8/2-8/5            | 10/18-10/25       |                 |

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|             |   |   |   |
|-------------|---|---|---|
| <b>Plan</b> | Courtyard Planter refresh for 5954 and Mulch Mutual | Courtyard Planter refresh for next building | Courtyard Planter refresh for third building and plant replacements |
|-------------|---|---|---|

## **TREE MAINTENANCE PLAN (OPERATING) \$10,500**

### **AVAILABLE BUDGET \$**

## **IRRIGATION PLAN (RESERVES) \$3,400**

### **AVAILABLE BUDGET \$**

Total clocks 4

Clocks older than 5 years 0

Subscription fee

(\$250 each clock older than 5 years) \$0

Number of clocks to replace (older than 10 years) 0. Up to date until 2027

## **Report of Committees:**

**a. Finance Committee:** Treasurer, Bonnie Waxman had no report to give this month.

- 1) A motion was made that the Mutual is in compliance with Civil Code §5500 by review of the November 30, 2020 financial report.

**Moved, Seconded, Carried 5-0**

**b. Landscape Committee:** Myra Belfiore reported that a walk around with Rebecca Pollon will be scheduled.

**c. Swimming Pool Committee:** John Tienken reported that the committee is considering 2 membership programs for pool usage; a group contract with a minimum number of participants and individual contracts. The spa work has been completed. The committee is researching the costs of installing an electronic pin pad lock on the pool gates. An increase in water usage is being investigated.

**d. Alterations Committee:** Bonnie Waxman discussed granting authority to Vic Vigil for review of alteration applications. A motion was made to appoint Vic Vigil as Chair of the Alteration Committee and grant him authority to sign off on alteration approvals. Alterations needing a variance approval are to be reviewed and approved by the Board.

**Moved, Seconded, Carried 5-0**

**e. Building Maintenance Committee:** Myra Belfiore and Vic Vigil reported on the history of the lights in the buildings being on all day and how it is a safety issue so they must remain on. The Board discussed golf cart and parking assignments. President Dowling will work on updating the list of assignments with current information.

## **Old Business**

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- a. **Pool: contract, gate lock, water usage:** The Board stated that this topic was covered in the Pool Committee report.
- b. **Power Washing:** The Board discussed the areas around the Mutual Buildings that need power washing. Estimates for power washing will be provided to the Board for review.

### **New Business**

- a. **Communication to Residents:** The Board discussed ways to improve communication to the residents. Topics included: bulletin board; newsletters, agenda postings, minutes postings, and email blasts to residents

### **Announcements**

The next Regular Board Meeting will be held on Tuesday, March 9, 2021 at 1:30 p.m. via Zoom.

### **Adjournment to Executive Session**

President Dowling adjourned the meeting at 3:20 p.m. and the board moved into Executive Session to discuss late fee waiver requests.

### **Secretary's Certificate**

I hereby certify that the foregoing is a true and correct copy of the minutes of the Board of Director's meeting.



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**Assistant Secretary Mutual No. Fifty-Nine**