

# WALNUT CREEK MUTUAL NO. FIFTY-NINE

## REGULAR MEETING MINUTES OF THE BOARD TUESDAY, JULY 14, 2020 AT 1:30 P.M. ZOOM MEETING

### **Call to Order**

President Dowling called the meeting to order at 1:34 p.m.

### **Roll Call**

**Directors Present:** Philip Dowling President  
James Lee, Treasurer  
Jodi Rice, Secretary  
Vic Vigil, Director

**Directors Absent:** Myra Belfiore, Vice President

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

### **Approval of Meeting Minutes as on the Consent Calendar and adopted by general consent:**

- a. Regular Meeting held on May 12, 2020
- b. Executive Session Meeting held on May 12, 2020
- c. Special Maintenance Meeting held on June 9, 2020

### **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: stinky trash dumpster, landscaping, and unsecured shopping cart thefts.

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

President Dowling reported on topics that were discussed in the last President's Forum which included: concerns about hard surface flooring in upper units, and estate sales during the pandemic. Once GRF joined the meeting topics discussed included: CDARS no longer being offered through City National Bank, security services for RFID tags and ID's are still available, Rossmoor's 5-year landscape plan presented by Rebecca Pollon, problems with flyers being placed on cars and in mailboxes, indoor swimming pool being re-opened by reservations, and memorial services being delayed.

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

The June 30, 2020 Financial Report was presented by Director of Mutual Operations Paul Donner as follows:

- |                       |           |
|-----------------------|-----------|
| a) Operating Balance  | \$45,533  |
| b) Reserves Balance   | \$453,611 |
| c) Total Fund Balance | \$499,144 |

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

Rick West, Maintenance Manager gave the following building maintenance report:

### **PENDING ITEMS: Proposal review for Approval**

1. Senate Bill SB 326 - Raised Component Structural Engineer Inspections to be completed by January 1st, 2025. MOD sent out the SOW for this project to seven Engineering Companies. All but three companies declined the project. The three companies were FWC, FIG and Design Everest. Low bid was FWC at \$37,830.00. Currently Two mutuals have signed contracts with FWC to begin inspections in Spring 2021. (Proposals Presented to the Board for Approval). The Board will meet with FWC via zoom before deciding on a contract.

### **INFORMATION ITEMS: Work in Progress or Complete**

1. 5920 HC -Water heater tank replacement due to tank leaking - Tank age 16 yrs. old - Contractor: Gauthiers. Cost including commercial permit - \$4,500.00. (Work was completed in May)
2. Garage sewer line maintenance for all 6 Buildings - Contractor Five Star -Cost \$62,184.00 (Project started but postponed until after COVID-19 SIP has been lifted).
3. Burkett's Pool Plastering - Pool resurfacing project - Cost \$35,250.00. Included new plaster, new handrails, new drain covers and new light bulbs for the 3 pool lights. (Project was completed in June. Waiting for final Health Dept. Final inspection).
4. New (ERU) Emergency Return Unit on all 6 elevators. Contractor: Otis Elevator \$10,000.00 per elevator. Total Cost \$59,847.00. Contractor: Muscio Electric - Installation of new wiring, auxiliary contacts and trip disconnect switches for all 6 elevator - Cost \$3,000.00 per elevator - Total cost per elevator - \$13,000.00. Grand Total \$78,000.00 to complete all 6 elevators. (Project was completed in June. Waiting for the State inspection before system can be put in use).
5. Ground floor lobby coating - Contractor: A- One Construction - Excel coating for 5 Building Lobbies - Cost \$8,788.00. (Project was Completed in June).

## **Report of Committees:**

- a. **Finance Committee:** Treasurer, James Lee gave the following report:

Finance Meeting was held on Thursday 6/25/2020 to review our financials through May 2020

### **Operating Budget:**

Actual revenues were \$5,323 unfavorable to budget through May 2020.

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Actual expenses were \$3,197 unfavorable to budget through May 2020.

Reserve Budget:

Actual expenses were \$58,206 through May 2020 which is about 34% of the total 2020 budget.

- 1) A motion was made that the Mutual is in compliance with Civil Code §5500 by review of the May 31<sup>st</sup> financial report.

**Moved, Seconded, Carried 4-0**

**b. Landscape Committee:** Rebecca Pollon gave the following report:

## MUTUAL ANNUAL WORKSHEET MUTUAL 59-PINNACLE RIDGE

**ANNUAL GOALS 2020**

- 1) *Identify first building to renovate and plan/design*
- 2) *Renovate courtyard planters?*

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

**AVAILABLE BUDGET \$5,400**

- |  |                    |
|--|--------------------|
| 1) Plant replacements, moss rock wall extension and small requests | \$3,500            |
| 2) Mulch (100 yards)   | ~\$3,100 + \$1,500 |

MOD Scheduled crew days (tentative, subject to change)-MULCH and IRRIGATION

<b>59</b>	<b>23</b>	<b>12</b>	<b>4</b>	<b>14</b>
		<del>5/19-6/4</del>	<del>6/23-6/26</del>	<del>9/9-9/28</del>

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

- 1) Annual Maintenance \$TBD
- 2) Removals \$TBD

**FIRE PLAN**

- 1) Annual weedeating (included in contract)

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

**AVAILABLE BUDGET \$3,400**

Total clocks 4

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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

### **WHAT ARE PINNACLE RIDGE'S ASSETS / WHAT MAKES IT UNIQUE?**

- Forested, woodland setting
- Private pool/resort amenities
- 'Tucked in' feeling
- Multi-units, communal?

### **10 YEAR GOALS**

- 1) *Future plans for hillsides between buildings*
- 2) *Renovate interior courtyards and planters as needed*
- 3) *Achieve 'cohesive' feeling for each building*

- c. Swimming Pool Committee:** Phil Dowling reported that he has been given the COVID 19 regulations and the committee is working on a draft of regulations to be given to the residents to follow while the county orders are in place in order for the pool to open. The Board discussed the proposed temporary rules and once both M61 and M59 agree on them they will be distributed to all owners and posted at the pool.
- d. Alterations Committee:** No report was given.
- e. Building Maintenance Committee:** No report was given.

### **New Business**

- a. Inspector of Elections for 2020 Director Election:** A motion was made to appoint Casey Dixon as Inspector of Elections of the 2020 Director Election.  
**Moved, Seconded, Carried 4-0**

### **Old Business**

- a. Insurance Funding:** The Board discussed the need to propose a special assessment to the membership to cover the 2021 insurance cost premium that is due in January. A motion was made to approve sending ballots for a special assessment of \$1,418 per manor that can be due in 1 to 3 payments and appoint Casey Dixon as Inspector of Elections for the Special Assessment balloting.  
**Moved, Seconded, Carried 4-0**
- b. Review Balcony Inspection Bids:** A motion was made to accept the contract with FWC in the amount of \$37,830 pending answers to questions that were given to them by the board and a start date of October 2021.  
**Moved, Seconded, Carried 4-0**

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### **Announcements**

The next Special Maintenance Meeting will be held on Tuesday, August 11, 2020 at 1:30 p.m. via Zoom. The next Regular Board Meeting will be held on Tuesday, September 8, 2020 at 1:30 p.m. via Zoom.

### **Adjournment to Executive Session**

President Dowling adjourned the meeting at 2:56p.m. and the Board moved into Executive Session.

### **Executive Session Summary**

The Board met in Executive Session to discuss delinquencies.

### **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**