

# WALNUT CREEK MUTUAL NO. FIFTY-NINE

REGULAR MEETING MINUTES OF THE BOARD  
TUESDAY, MARCH 10, 2020 AT 1:30 P.M.  
BOARD ROOM – GATEWAY  
1001 GOLDEN RAIN ROAD, WALNUT CREEK, CA 94595

## **Call to Order**

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

## **Roll Call**

**Directors Present:** Jodi Rice, President – Present by phone  
Philip Dowling, Vice President  
James Lee, Treasurer  
Myra Belfiore, Secretary

**Directors Absent:** Vic Vigil, Director

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

## **Approval of Meeting Minutes:**

- a. Regular Meeting held on January 14, 2020
- b. Special Maintenance Meeting held on February 11, 2020
- c. Executive Session Meeting held on February 11, 2020

The aforementioned meeting minutes were approved as presented.

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

## **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 tankless water heaters.

## **President's Report:**

Vice President Dowling reported from the February President's forum meeting. Topics discussed at the President's forum included: GRF transfer fee tracking being done by Member Records and the GRF trust history and proposed amendment to the trust.

President Rice reported that there are currently 15 owners who still owe on the special assessment.

## **Financial Report: Paul Donner**

The PRELIMINARY January 31, 2020 Financial Report was presented by Director of Mutual Operations Paul Donner as follows:

- a) Operating Balance \$76,099
- b) Reserves Balance \$435,535

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c) Total Fund Balance     \$511,634

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

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

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

1. **Bi -Annual Tankless Water Heater Maintenance agreement – Revised estimates from Leap Frog Plumbing and Water Heater Masters. (Proposals presented to the board for approval).  
*The Board requested more information on Water Heater Masters (do they do 24 service calls?) and asked Rick to get another bid from Piombo Plumbing.***

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

1. **5913 HC – Leap Frog Plumbing installed a new Bell and Gosset water pump. They also had the old pump rebuilt as a spare. Emergency repair Cost \$ 4,014.00.  
(Work has been Completed).**
2. **5951 AW - Tankless water heater and check valve issues – Contractors: Leap Frog and Roto Rooter. Leap Frog replaced burners / filters / aqua stats and controllers. Roto Rooter replaced check valves and ball valves.  
(Work has been Completed).**
3. **5954 AW – Leap Frog Plumbing installed 25’ Lf of new cast iron piping in garage with correct pitch for drainage. Project cost \$3,489.00.  
(Work has been Completed).**
4. **Burkett’s Pool Plastering – Pool resurfacing project - Estimate \$27,850.00.  
(Work to be scheduled for early spring).**
5. **New (ERU) Emergency Return Unit on all 6 elevators. Contractor: Otis Elevator – 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 \$18,000.00.  
Grand Total \$78,000.00 –  
(Scheduled to begin in late April).**
6. **Ground floor lobby coating - Contractor: A- One Construction -  
Excel coating for 5 Building Lobbies –  
(Scheduled for March or April weather pending).**

### **Report of Committees:**

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

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Finance Committee met on February 28, 2020. Present were Jodi Rice, Phil Dowling, Vic Vigil, Myra Belfiore, Mike Callaghan and James Lee.

### **EOY 2019:**

#### **Operating Fund**

Expenses exceeded revenues by about (\$95,000). Major expense over runs included: Building Maintenance (\$59,000); Pool (\$11,000) and Insurance (\$23,000).

#### **Reserve Fund**

Revenues exceeded expenses by \$204,162, including \$78,300 in special assessment for elevator battery packs which was added into December 2019 revenues. Without the special assessment, revenues exceeded expenses by only \$125,862.

### **January 2020:**

Insurance budgeted at \$90,860; total cost \$114,796.36. Begin 2020 with (\$23,936) expense deficit.

- b. Landscape Committee:** Director, Myra Belfiore reported that the committee met with Rebecca, Curtis, and previous Chair Linda Fletcher to do a walk through, check schedules, and discuss what needs to be done.
- c. Swimming Pool Committee:** Directors Myra and Vic to set up a meeting with Dick Bertrand (President Mutual 61) to renew swimming pool contract.
- d. Alterations Committee:** No report was given.
- e. Building Maintenance Committee:** No report was given.

### **Old Business**

- a. Contract to maintain tankless water heaters:** The Board did not approve a contract at this time. More information will be requested from Water Heater Masters and another bid will be requested from Piombo Plumbing.

### **New Business**

- a. SB 326 – New Law Regarding Inspections of balconies:** The Board continues to conduct research and education on the new law. James Lee will prepare an informational memo that can be emailed to the residents.

### **Announcements**

The next Special Maintenance Meeting will be held on Tuesday, April 14, 2020 at 1:30 p.m. in MOD large conference room. The next Regular Board Meeting will be held on Tuesday, May 12, 2020 at 1:30 p.m. in the Gateway Board Room.

### **Adjournment to Executive Session**

Vice President Dowling adjourned the meeting at 2:38 p.m. and the Board moved into Executive

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Session.

**Executive Session Summary**

The Board met in Executive Session to discuss delinquencies and consider a fee waiver.

**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.

A handwritten signature in blue ink that reads "Kelly Maki". The signature is written in a cursive, flowing style.

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