

WALNUT CREEK MUTUAL NO. FIFTY-NINE

REGULAR MEETING MINUTES OF THE BOARD TUESDAY, MARCH 9, 2021, AT 10:00 A.M. ZOOM MEETING

Call to Order

President Dowling called the meeting to order at 10:00 a.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; and Kelly Maki, Board Services Coordinator.

Approval of Meeting Minutes

- a. Regular Meeting held on January 12, 2021
- b. Executive Session Meeting held on January 12, 2021

A motion was made to approve items a and b above.

Moved, Seconded, Carried 5-0

President's Report:

President Dowling reported on topics that were discussed in the last President's Forum which included: Rossmoor News changes for election procedures; insurance statistics; electric vehicles; thefts throughout Rossmoor; GRF Updated Management Agreement; Walnut Creek Smoking Ordinance; Nixle statistics; Rossmoor wide proposed landscape policies; and the need for updated CC&Rs.

Financial Report: Paul Donner

Paul Donner reported on the January 31, 2021, Financial Report:

Operating Fund Balance: \$196,766

Reserve Fund Balance: \$466,680

New Assistant Treasurer

It was announced that Rick Chakoff, CFO of Golden Rain Foundation will be retiring in April and Joel Lesser will be taking his place. A motion was made to appoint Joel Lesser as the Assistant Treasurer of M59, since he will be the new CFO.

Moved, Seconded, Carried 5-0

Building Maintenance Report: Rick West

Rick West gave the following report:

ACTION ITEMS: Proposals for review or Approval

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1. Welcome Services 2021 Proposal to Pressure Wash the - Stairwells, First Floor elevator Lobbies, Trash chutes and Trash chute rooms, Landscaping Bed walls, First Floor walkways and entries in all 6 Buildings. Waiting for separate bid for elevated Breezeways.

The Board made a motion to approve a part of the Welcome Services proposal for pressure washing which included:

PRESSURE WASHING

HOT WATER HIGH PRESSURE WASHING:
BREEZEWAYS - ENTRIES, WALKWAYS &
STAIRWELLS

6 @ 600.00 = 3,600.00

PRESSURE WASHING

HOT WATER HIGH PRESSURE WASHING:
WASH, SCRUB & VACUUM ELEVATOR LANDING
AREA ON FIRST FLOOR

6 @ 500.00 = 3,000.00

PRESSURE WASHING

TRASH CHUTE & TRASH CHUTE ROOM DEEP
CLEANING

6 @ 300.00 = 1,800.00

Total: \$8,400

Moved, Seconded, Carried 5-0

2. Pool gate Keyless lock proposal from Bomac's Locksmith. Project included new welded gate box. Estimated Cost \$1,678.13. (BOD to ratify expenditure for the minutes)

A motion was made to ratify the approval of keyless lock installation by Bomac at a cost of \$1,678.13.

Moved, Seconded, Carried 5-0

3. Spring 2021 – Window Cleaning for all 6 Buildings – Contractor: Fish Window Cleaning. Estimate \$7,938.00. (Presented to the Board for Approval).

A motion was made to approve the Fish Window Cleaning Estimate without removal of screens at a cost of \$7,938.00.

Moved, Seconded, Carried 5-0

INFORMATION ITEMS: Work in Progress, Scheduled or Completed

1. Starting in Spring / Summer 2021 The Structural Engineering Company (FWC) will begin Phase I OF the required Senate Bill SB 326 - Raised Component Inspections. The Project will be completed in two Phases over two years. This year they will complete Buildings 5910 HC, 5913 HC and 5920 HC. Estimated cost for FWC Phase I - \$18,915.00. (FWC to supply schedule dates for this project).

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2. 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. Project Cost \$6,676.00. (Seal Coat will be applied in spring 2021)
3. Second Gutter and Downspout cleaning was completed in February by Outdoor Keepers. Cost – Free of charge – Savings \$4,675.00. (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 \$

Mulch budgeted (estimated 80 yards) \$4,000
Plant replacements (estimated 30 plants) \$1,000
Courtyard planter replacements \$5,000

MOD schedule (tentative, subject to change)

59	23 days total	Spring- 13 days	Summer- 4 days	Fall- 6 days
Dates		4/19-5/5	8/2-8/5	10/18-10/25
Plan		1) Mulch Mutual 2) Courtyard Raised Planter refresh for 5954	1) Irrigation review 2) Courtyard Raised Planter refresh for next building (TBD)	1) Plant replacements 2) Courtyard Raised Planter refresh for third building (TBD)

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

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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 January 31, 2021 financial report.
Moved, Seconded, Carried 5-0
- b. **Landscape Committee:** Myra Belfiore reported that a walk around with Rebecca Pollon will take place March 30th
- c. **Swimming Pool Committee:** John Tienken reported that new gate locks will be installed. The two phone lines to the pool will be switched to a new carrier to reduce the costs. The committee is going to contact other Mutuals with pools to share information on operating procedures while COVID restrictions are in place. The opening and closing dates for the pool were discussed. A legal opinion on pool contracts will be discussed during executive session.
- d. **Alterations Committee:** Bonnie Waxman reported on all the alteration applications in progress and recently completed.
- e. **Building Maintenance Committee:** Myra Belfiore reported on a mild concern at 5961 and Rick West clarified who is responsible for the repairs.

New Business

- a. **Approval of Updated GRF Management Contract:** The Board tabled this item until the next President's Forum can take place and more information is provided.
- b. **Discussion on Updating CC&Rs:** The Board discussed the need to update M59 CC&Rs. The Mutual will get a quote from attorney Melissa Ward.

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.

Announcements

The next Regular Board Meeting will be held on Tuesday, May 11, 2021, at 1:30 p.m. via Zoom.

Adjournment to Executive Session

President Dowling adjourned the meeting at 11:32 a.m. and the board moved into Executive Session to discuss legal matters and 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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Kelly Maki

Assistant Secretary Mutual No. Fifty-Nine