

# WALNUT CREEK MUTUAL NO. FIFTY-NINE

## REGULAR MEETING MINUTES OF THE BOARD TUESDAY, MAY 11, 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:** Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager; Dale Harrington, GRF Director; and Kelly Maki, Board Services Coordinator.

### **Approval of Meeting Minutes**

- a. Regular Meeting held on March 9, 2021
- b. Executive Session Meeting held on March 9, 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: GRF New Board and Officers, Rossmoor Solar Initiative, and rental restrictions.

### **Financial Report: Rick West**

Rick West reported on the January 31, 2021, Financials:

Operating Fund Balance: \$199,197

Reserve Fund Balance: \$499,426

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

Rick West gave the following report:

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

1. Welcome Services 2021 was hired by the mutual to Pressure Wash the Stairwells, Trash chutes and breezeways in all 6 Buildings. Due to the lack of advanced notice. Welcome will honor any damage claims to Furniture left out on Monday May 3rd. Cost - \$8,400.00. (Work completed on Friday May 7th).
2. Pool gate Keyless lock from Bomac's Locksmith. Project included new welded gate box. Cost \$1,678. (Project was completed in April).
3. Spring 2021 – Window Cleaning for all 6 Buildings – Contractor: Fish Window Cleaning. Estimate \$7,938.00. (Scheduled to Start on June 1st).

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4. Black Diamond Paving was hired by the mutual to fill cracks and seal coat Autumnwood Drive. 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 on Autumnwood was completed in April).
5. SB326 Raised Component Structural Engineering Inspection. Phase I – 2021. HC Buildings 5910 / 5913 / 5920. FWC Inspection Cost \$18,915.00. (Inspections scheduled for August).

**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)**

<b>59</b>	23 days total	Spring- 13 days	Summer- 4 days	Fall- 6 days
<b>Dates</b>		4/19-5/5	8/2-8/5	10/18-10/25
<b>Plan</b>		1) Mulch Mutual  2) Courtyard Raised Planter refresh for 5954  3) replanting of slope below 5910/5920	1) Irrigation review  2) Courtyard Raised Planter refresh for next building (TBD)	1) Plant replacements  2) Courtyard Raised Planter refresh for third building (TBD)

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## 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:**

1. Treasurer, Bonnie Waxman reported on the March 2021 financials.
2. A motion was made that the Mutual is in compliance with Civil Code §5500 by review of the March 31, 2021, financial report.
3. Moved, Seconded, Carried 5-0
4. Discussion on short term IRA's: The Board discussed that the short-term IRA's have expired. The Board discussed the differences in CD's, T Bills, and sweep programs. A motion was made to authorize Treasurer, Bonnie Waxman to invest reserve funds up to \$200k in CD's based on expected reserve expenditures through 2022, with the advice of Tess Haskett and Joel Lesser. This will ensure that the Mutual's reserve funds will be FDIC insured.

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

#### **b. Landscape Committee – Myra Belfiore and Phil Dowling**

1. Breezeway Plant Walls: It was reported that the breezeway plant walls were cleaned at no charge to the mutual.
2. Sprucing up Outside Utility Boxes with rock: It was reported that the utility boxes would be more aesthetically pleasing if they were spruced up with rocks. The locations of the boxes were given to Rebecca Pollon for a quote.

#### **c. Swimming Pool Committee – Tony Hessler and John Tienken**

1. Vote on Season Dates: The Committee and the Board discussed the season dates for the pool and the time the pool should be open. A motion was made to set the opening day for May 28<sup>th</sup> and the closing day for November 30<sup>th</sup> with the hours of 7am to 9pm.  
**Moved, Seconded, Carried 5-0**
2. Pool Rules: The Committee and the Board discussed the pool rules and regulations that will need to be in place due to COVID, such as requiring a signed waiver from any user prior to given out the gate code, posting regulations on the gate, only placing out 2 tables and require users to bring their own chairs, requiring users to sanitize wipe down surfaces after using them, only allowing one family at a time, and utilizing a sign up sheet system for increments of 1 hour and 30 minutes.
3. Possible other Mutual Memberships: The Committee and Board discussed

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contracts for possible other Mutual memberships.

John also reported that the committee is working with MOD on the phone lines for the pool area.

- d. **Alterations Committee – Bonnie Waxman:** There was no report given.
- e. **Building Maintenance Committee – Myra Belfiore and Vic Vigil:** There was no report given.

### Old Business

- a. **Discussion on Updating CC&Rs:** The Board discussed article 7 of the CC&Rs and reported that it needs to be eliminated. The Board will review the CC&Rs and make notes on sections that should be revised by June. The Board will then contact Melissa Ward for advice on amending the governing documents.
- b. **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.
- c. **Mailbox and Garage Security:** The Board discussed the ongoing concerns of mailbox and garage security due to thefts.

### New Business

- a. **Mutual's involvement with parking spots and golf cart spots:** The Board discussed how many owners change assigned spaces without notifying the Board of Directors.

### 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 in the resident's forum included: woodpecker problems at 5913 Horsemans Canyon.

### Announcements

The next Regular Board Meeting will be held on Tuesday, July 13, 2021, at 1:30 p.m. via Zoom.

### Adjournment

President Dowling adjourned the meeting at 3:22 p.m.

### 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.



Assistant Secretary Mutual No. Fifty-Nine