

# WALNUT CREEK MUTUAL NO. FIFTY-NINE

## REGULAR MEETING MINUTES OF THE BOARD TUESDAY, MAY 12, 2020 AT 1:30 P.M. ZOOM MEETING

### **Call to Order**

President Rice called the meeting to order at 1:31 p.m.

### **Roll Call**

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

- a. Executive Session Meeting held on February 29, 2020
- b. Regular Meeting held on March 10, 2020
- c. Executive Session Meeting held on March 10, 2020
- d. Special Maintenance Meeting held on April 14, 2020
- e. Executive Session Meeting held on April 14, 2020

**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. No topics were discussed.

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

No report was given.

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

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

- |                       |           |
|-----------------------|-----------|
| a) Operating Balance  | \$7,625   |
| b) Reserves Balance   | \$443,146 |
| c) Total Fund Balance | \$450,771 |

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

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

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

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1. 5920 HC -Water heater tank replacement due to tank leaking – Tank age 16yrs. – Contractor: Gauthiers Estimated cost including commercial permit. \$4,500.00.  
(Work scheduled to be completed on 5/5/20).  
Preapproved by the board president due to emergency work.

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

1. Woodpecker and Squirrel acorn proofing -Installation of double 90 ABS elbows on 5951 AW, 5954 AW, 5961 AW consisting of 102 roof vents. Contractor: Five Star - Estimated cost \$4,191.00.  
(Project was Completed in April).
2. Bi -Annual Tankless and Water Heater Maintenance agreement – Contractor: Leap Frog Plumbing. Contract is for \$6,915.00 Annually.  
(Contract approved at last board meeting).
3. 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).
4. Burkett's Pool Plastering – Pool resurfacing project - Estimate \$27,850.00.  
(Project is currently in progress).
5. 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 will be rescheduled due to COVID-19 SIP).
6. Ground floor lobby coating - Contractor: A- One Construction - Excel coating for 5 Building Lobbies – Cost \$8,788.00.  
(Project will be rescheduled due to COVID-19 SIP).
7. Senate Bill SB326 - Structural Engineers inspection of Elevated Mutual components - including: Balconies and Breezeways. Currently Flash Drives have been sent to two Engineering Companies –FWC and FIG. They have toured your buildings and were sent the Jim Hogue Mutual 59 deck inspection Report. Both Engineering companies are preparing a proposal to present to the board for approval.  
(Project is Out to Bid)

### **Report of Committees:**

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

Operating fund, for the first 3 months of 2020, actual expenses were \$5,717

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unfavorable to budget. The 1st quarter expense overrun was mostly due to Building Maintenance and Public Works being \$14,324 unfavorable to budget. Comparing actual revenues to actual expenses, 1st quarter expenses exceeded revenues by \$7,075.

Reserve Fund, 1st quarter actual revenues exceeded actual expenses by \$27,809.

- b. Landscape Committee:** Rebecca Pollon reported that things have been slow due to COVID 19. The MOD days have been pushed back. There will be few MOD days at the end of June and majority of them will take place in the Fall. 100 yards of mulch can be installed for about \$5k during the MOD days. Rebecca will do a walk with Ed for the annual tree pruning.
- c. Swimming Pool Committee:** No report was given.
- d. Alterations Committee:** No report was given.
- e. Building Maintenance Committee:** No report was given.

### **New Business**

- a. Resignation of Jodi Rice as President, not from the board:** Jodi Rice has submitted her resignation as President of Mutual Fifty-Nine but has agreed to remain on the Board to finish serving out her term. A motion was made to appoint Phil Dowling as President, Myra Belfiore as Vice President and Jodi Rice will serve as the Secretary. James Lee will remain the Treasurer and Vic Vigil is still Director at Large. **Moved, Seconded, Carried 5-0**
- b. Insurance Funding:** The Board discussed ways to fund the insurance premium for January 2021. Further discussion will take place during the budget season.

### **Announcements**

The next Special Maintenance Meeting will be held on Tuesday, June 9, 2020 at 1:30 p.m. in MOD large conference room or via Zoom depending on Shelter in Place orders. The next Regular Board Meeting will be held on Tuesday, July 14, 2020 at 1:30 p.m. in the Gateway Board Room.

### **Adjournment to Executive Session**

President Dowling adjourned the meeting at 2:18 p.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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*Kelly Maki*

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