

# WALNUT CREEK MUTUAL NO. FIFTY-NINE

REGULAR MEETING MINUTES OF THE BOARD  
TUESDAY, SEPTEMBER 10, 2019 AT 1:30PM  
BOARD ROOM - GATEWAY  
1001 GOLDEN RAIN ROAD, WALNUT CREEK, CA 94595

## **Call to Order**

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

## **Roll Call**

**Directors Present:** Jodi Rice, President  
Bunk Sicotte, Vice President  
Vic Vigil, Treasurer  
Linda Fletcher, Secretary  
Dave Peters, Director (showed up at 1:34pm)

**Also Present:** Paul Donner, Director of Operations; Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager; and Lucy Limon, Administrative Assistant.

**Consent Calendar:** The following items listed under the consent calendar are adopted by general consent.

Approval of Meeting Minutes:

- a. Regular Meeting held on July 9, 2019
- b. Special Meeting held on July 24, 2019

**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.

## **President's Report:**

President Rice had no report.

## **Financial Report: Paul Donner**

The August 31, 2019 Financial Report was presented by Director of Mutual Operations Paul Donner as follows:

- a) Operating Balance \$103,490
- b) Reserves Balance \$334,735
- c) Total Fund Balance \$438,225

Actual vs Budget: The Mutual is better by about \$25,687.

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

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

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## **PENDING ITEMS: Proposals for Review or Approval**

### **PROPOSALS UNDER PENDING ITEMS TO BE PRESENTED UNDER NEW BUSINESS**

1. Otis Elevator proposal for new (ERU) Emergency Return Unit on all 6 elevators. Estimate \$59,847.00. Contract to be presented to the BOD for approval.
2. Muscio Electric Proposal for new wiring, auxiliary contacts and trip disconnect switches for all 6 elevator - (currently waiting for estimate) to be presented to the BOD for approval.
3. Otis Elevator proposal for new 24/7 call out contract. - (currently waiting for estimate) to be presented to the BOD for approval.

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

1. Pressure Washing all 6 Buildings - Contractor: Welcome Services - Courtyards, Elevator Lobbies, Stairwells, Trash chutes and Trash rooms (work Completed).
2. Dryer vent cleaning for 5951 AW / 5954 AW / 5961 AW - Contractor: Welcome Services - Estimate \$4,320.00 (Completed).
3. 5910 - Concrete slab replacement and Grounded tripping hazards (Work Completed).
4. Scheduled with Pool Doctor to obtain a new updated estimate to re-plaster the pool.
5. 5951 AW 4C - Washer supply line leak - into 4B, 4A and into the garage. Resident billable expense. (Work in Progress).

### **Report of Committees:**

- a. **Finance Committee:** Mary Jane Hargrove gave the following report on the last finance committee meeting:

The M59 Finance Committee met with Board members and MOD staff on July 24th to go over the MOD accounting procedures and financial reports and again on August 28th to review the first draft of the 2020 budget. On September 6, Board members Bunk Sicotte and Vic Vigil and committee member Mary Jane Hargrove met to review the June and July financial reports.

Again, the issue in question on the Operating Fund was regarding a negative YTD cost in the office expense category as of July 31. It also was noted that the dryer vent cleaning costs were posted to HVAC resulting in the appearance of an over budget expense because the costs were included in the budget as Custodial expense.

On the Reserve Fund, the negative YTD deck coatings expense was questioned.

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- 1) Motion on Compliance with Civil code 5500: A motion was made that the Board is in compliance with Civil Code 5500 for the month ending August 31, 2019.  
**Moved, Seconded, Carried 5-0**
  
- b. **Landscape Committee:** Linda Fletcher of the Landscape Committee reported that Friday, September 13 the committee is to meet with MOD crews to do walkthroughs to talk about workdays in October. Daffodils are to be planted as soon as they arrive. It was also reported that the Oak tree will be removed during the upcoming Spring season.
- c. **Swimming Pool Committee:** Marge Sicotte reported that two trees planted around pool are caving inward. She has spoken to MOD about the issue, but no action has been taken yet. It was also reported that the garbage has not been picked up for more than 6 weeks. The garbage bins are overflowing and there is a big ant problem. Rick West to contact Welcome.
- d. **Alterations Committee:** Vic Vigil reported that for the time period 7/01/19 to 8/31/19 there are currently 3 applications in progress for 5961 AW #4B, 5910 HC #1B, 5913 HC #1B. There have been 3 completed alterations within this time period for 5961 AW #6B, 5920 HC #2A and 5910 HC #2C.
- e. **Building Maintenance Committee:** No report was given.

### Old Business

- a. **Pool Regulations Sign:** The Board discussed reviewing their pool signs to meet Mutual regulations. They talked briefly on where and how to place the signs. Dave and Bunk to meet and conclude a plan.

### New Business

- a. **Elevator Backup Batteries:** The Board made a motion to send out a ballot for elevator backup batteries and electrical upgrades in the amount of \$78,000 at \$725 per unit.  
**Moved, Seconded, Carried 5-0**
- b. **Nominating Committee:** Director Dave Peters to be on the nominating committee.
- c. **Governing Documents:** This matter is tabled for the time being.
- d. **Pool contract with Mutual 61:** The Mutual has decided to move forward this the new contract. They are working on getting numbers together. It was stated the Mutual is to meet with Dick Bertrand, Mutual 61 President.
- e. **Auditor:** The Board made motion to elect Van Sloten & Laranang as their auditor.  
**Moved, Seconded, Carried 5-0**
- f. **Handicap Parking Time Limits:** The Board made a motion to approve 11 guest only parking signs to be installed by MOD in the amount of \$1100.  
**Moved, Seconded, Carried 5-0**

### Announcements

There will be a Special Maintenance Meeting held on Tuesday October 21, 2019 at 1:30 p.m. in the large conference room at MOD. The next Meeting of the Board of Directors will be held

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on Monday, November 4, 2019 at 1:30 p.m. the Board Room at Gateway. This will be an Annual Meeting.

**Adjournment to Executive Session**

President Rice adjourned the regular meeting at 2:48 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.

Respectfully Submitted by,  
Lucy Limon  
Administrative Assistant for M59