

WALNUT CREEK MUTUAL NO. FIFTY-NINE

REGULAR MEETING MINUTES OF THE BOARD TUESDAY, SEPTEMBER 8, 2020 AT 1:30 P.M. ZOOM MEETING

Call to Order

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

Roll Call

Directors Present: Philip Dowling President
James Lee, Treasurer
Jodi Rice, Secretary
Vic Vigil, Director
Myra Belfiore, Vice President

Also Present: Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager; and Kelly Maki, Board Services Coordinator.

Approval of Meeting Minutes as on the Consent Calendar and adopted by general consent:

- a. Regular Meeting held on July 14, 2020
- b. Executive Session Meeting held on July 14, 2020
- c. Special Maintenance Meeting held on August 11, 2020
- d. Special Assessment Ballot Count Meeting held on August 31, 2020

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: thefts of grocery carts.

President's Report:

President Dowling reported on topics that were discussed in the last President's Forum which included: discussions on evacuations during emergencies and the dangers of portable gas generators; holiday decorations; recycling; and insurance rates

Financial Report: Paul Donner

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

- | | |
|-----------------------|-----------|
| a) Operating Balance | \$71,505 |
| b) Reserves Balance | \$480,634 |
| c) Total Fund Balance | \$552,139 |

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. Senate Bill SB 326 - Raised Component Structural Engineer Inspections to be completed by January 1st, 2025. The mutual board voted to approve FWC to complete their inspections in two Phases over two years starting in 2021. Total cost \$38,415.00. (Contract and addendums to be finalized and signed by the board).

INFORMATION ITEMS: Work in Progress or Complete

1. Garage sewer line maintenance for all 6 Buildings - Contractor Five Star -Cost \$62,184.00. (Project just re started after being postponed due to Shelter in Place.).
2. Welcome Services contracted to Pressure Wash - Stairwells, Trash rooms and Trash shoots in all 6 Buildings. NTE \$3,000.00. (Scheduled Start date is the week of September 8th)
3. 5951 AW - Rooter Rooter replaced a Faulty Recirculation pump in the Garage. (work has been completed).
4. 5951 6A - Window and Door Frame and glass replacement due to structural movement. Board authorized the Valley Glass estimate of \$1,541.94. (Work Scheduled with resident)

Report of Committees:

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

A review of our financials during the September 2, 2020 finance committee meeting showed that for the Operating Fund through July 2020 YTD actual revenues were favorable to budget by \$1,499 and actual YTD expenses were favorable to budget by \$1,186. Overall, YTD revenues exceeded expenses by \$2,685.

For the Reserve Fund, through July 2020 YTD actual expenses were \$81,330, or about 47% of the total year's budget.

- 1) A motion was made that the Mutual is in compliance with Civil Code §5500 by review of the July 31, 2020 financial report.

Moved, Seconded, Carried 5-0

- b. **Landscape Committee:** Rebecca Pollon gave the following report:

MUTUAL ANNUAL WORKSHEET MUTUAL 59-PINNACLE RIDGE

September update-

MOD crews are on site for the next two weeks.

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- Many **junipers** were removed last week, and the site is now much more open and resistant to fire. These sites will be re-evaluated to determine what, if any, replacements are needed.
- We are currently doing some **plant fill-ins** around the mutual and will then be working on the **moss rock wall** extension along Terra Granada west of the corner of Horseman’s Canyon.
- Next year we should discuss the option of **refreshing the raised planters in the courtyards**.

ANNUAL BUDGET (RESERVES) \$10,000

AVAILABLE BUDGET \$N/A

- | | |
|--|----------|
| 1) Plant replacements, moss rock wall extension and small requests | \$3,500+ |
| 2) Mulch (100 yards) ~\$3,100 + \$1,500 | |

TREE MAINTENANCE PLAN (OPERATING) \$10,500

AVAILABLE BUDGET \$6,025

- | | |
|-----------------------------------|---------|
| 1) Annual Maintenance | \$TBD |
| 2) Removals | \$TBD |
| 3) Maple thinning | \$1,800 |
| 4) Oak uplifting W of HC for fire | \$2,675 |

FIRE PLAN

- 1) Annual weedeating (included in contract)
- 2) Uplift oak trees east of AW

IRRIGATION PLAN (RESERVES) \$3,400

AVAILABLE BUDGET \$3,400

- | | |
|---|--------------------------|
| 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 |

WHAT ARE PINNACLE RIDGE’S ASSETS / WHAT MAKES IT UNIQUE?

- Forested, woodland setting
- Private pool/resort amenities
- ‘Tucked in’ feeling
- Multi-units, communal?

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10 YEAR GOALS

- 1) *Future plans for hillsides between buildings*
- 2) *Renovate interior courtyards and planters as needed*
- 3) *Achieve 'cohesive' feeling for each building*

- c. **Swimming Pool Committee:** Phil Dowling reported that M61's decided to discontinue use of the pool for their members and that they will further decide about the contract at their October meeting. M59 pool committee will met with M61.
- d. **Alterations Committee:** Vic Vigil reported there is an alteration meeting with a new owner scheduled on September 10th. No alterations are pending at his time.
- e. **Building Maintenance Committee:** No report was given.

New Business

- a. **Announce Election Results for Special Assessment Ballot:**

The following is a report prepared by the Inspector of Elections:

Total Manors/Units:	108
Total Ballots Received:	92
Total Invalid Ballots:	1
Total Valid Ballots:	91
Total FOR:	80
Total AGAINST:	11

By majority vote, the Special Assessment of \$1,418.00 per manor passed. This amount will be payable in three payments. The first special assessment payment is due on October 8, 2020 in the amount of \$472.00. The second payment is due on November 8, 2020 in the amount of \$473.00. The third payment is due on December 8, 2020 in the amount of \$473.00. (Owners can make one lump sum payment, if they choose)

This election has been certified by Casey Dixon, Inspector of Elections for M59.

- b. **3 moths Brokerage CD's:** It was announced that at the last finance meeting they discussed keeping all reserve funds FDIC insured. A motion was made for the approval of purchasing of 3 brokerage CD's in the amount \$100,000 with 1 maturing each month.
Moved, Seconded, Carried 5-0

Announcements

The next Special Maintenance Meeting will be held on Tuesday, October 13, 2020 at 1:30 p.m.

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via Zoom. The next Regular Board Meeting will be held on Tuesday, November 2, 2020 at 1:30 p.m. via Zoom.

Adjournment

President Dowling adjourned the meeting at 2:29 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