

WALNUT CREEK MUTUAL NO. FIFTY-NINE

REGULAR MEETING MINUTES OF THE BOARD
MONDAY, NOVEMBER 4, 2019 DIRECTLY FOLLOWING ORGANIZATIONAL MTG.
VISTA ROOM, HILLSIDE CLUBHOUSE
3400 GOLDEN RAIN ROAD, WALNUT CREEK, CA 94595

Call to Order

President Rice called the meeting to order at 9:59 a.m.

Roll Call

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

Directors Absent: Myra Belfiore, Secretary (Excused)

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

Approval of Meeting Minutes:

- a. Regular Meeting held on September 10, 2019
- b. Executive Session Meeting held on September 10, 2019
- c. Special Budget/Maintenance Meeting held on October 24, 2019

The aforementioned meeting minutes were approved as presented.

Moved, Seconded, Carried 4-0

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:

No report was presented.

Report of Committees:

a. Finance Committee:

The Finance Committee members, Bunk Sicotte, Vic Vigil and Mary Jane Hargrove met on October 18 to review the August and September financial reports.

For the 9 months ended September 30, the Operating Fund was over budget by \$47,000. Much of that overage is in building maintenance and repairs, many of which related to plumbing and drainage problems. Insurance is \$17,000 over budget and is expected to increase an additional \$4,600 by the end of the year.

On the Reserve Fund, again most of the costs related to building maintenance and repairs are over budget, but the total fund should finish the year with surplus funds

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available to be added to the amount in reserves.

The Board and Committee members met again on October 24 to finalize the 2020 Budget.

- b. Landscape Committee:** The committee reported that there is three crews that tend to Mutual 59's Landscape work. Waraner, completes the removal of dead trees. Brightview does the weekly maintenance, 2 days a week. The MOD crew does two weeks a year for about 11 days. It was also reported that the committee meets with reps from the different crews about twice a year.
- c. Swimming Pool Committee:** The committee reported that the furniture looks good. The garbage has now been picked up. It was reported that they are in the process of making signs for when the pool is opened and closed.
- d. Alterations Committee:** Vic Vigil reported that for the time period 12/1/18 to 11/04/19 there was 25 applications opened. There were 25 permits issued, 21 of them were completed. Four (4) alterations are pending (incomplete).
- e. Building Maintenance Committee:** No report was given.

Financial Report: Paul Donner

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

- a) Operating Balance \$98,566
- b) Reserves Balance \$328,830
- c) Total Fund Balance \$427,396

A motion was made to certify that the Mutual is on compliance with §5500 by review of the October 31, 2019 financial reports.

Moved, Seconded, Carried 4-0

Landscape Report: Rebecca Pollon

Landscape Manager Rebecca Pollon gave the following landscape report: The MOD crew has completed their workdays. Most of the work on 5913 has been complete. The renovation of the hedge at 5916 was replaced with Japanese maple. Still waiting on flowers to arrive to begin planting. Currently working on the removal of 4 trees within the month of December.

Building Maintenance Report: Rick West

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

PENDING ITEMS: Proposals for Review or Approval

1. Otis Elevator proposal for new (ERU) Emergency Return Unit on all 6 elevators. Estimate \$59,847.00. Muscio Electric - proposal for new wiring, auxiliary contacts and trip disconnect switches for all 6 elevator - estimate \$3,000.00 per elevator Total \$18,000.00. Grand Total \$78,000.00 - (Project pending board approval).
2. Burkett's Pool Plastering - Pool re-plastering Proposal \$27,850.00 (Board approved at the last board meeting). Work to be scheduled during off season.
3. Ground floor lobby coating -Contractor: A-One Construction - Excel coating for 5 Building

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Lobbies - Estimate 12,538.00 (Project pending board approval).

INFORMATION ITEMS: Work in Progress or Completed

1. 11 new Guest Only Parking signs were installed on the garage walls by MOD. (Work has been not completed).
2. 5913 Ground Floor Trash room timer sensitivity adjustment. (work has been completed).
3. 5951 AW Tankless water heater and check valve issues - Contractors: Leap Frog and Roto Rooter. Leap Frog to replace burners / filters / aqua stats and controllers. Roto Rooter replaced check valves and ball valves. (Work is still in progress).

New Business

- a. **Review of 2020 Meeting Calendar:** The Board reviewed the 2020 meeting calendar and requested that Lucy Limon, Administrative Assistant have it posted to the Rossmoor Website.
- b. **SB 323:** The Board briefly discussed the proposal from Board counsel Melissa Ward to update the voting and election rules.
Moved, Seconded, Carried 3-1 (Abstention)
- c. **SB 326:** Rick West briefly discussed the new law regarding the inspection of balconies by a licensed engineer. Rick West went over the approximate cost per balcony. He suggested that the Mutual look into having done a couple buildings at a time before 2025. More info is to come.
- d. **Appoint Inspector of Elections:** The Board made a motion to appoint Lucy Limon as the Inspector of Elections for the Special Assessment ballot.
Moved, Seconded, Carried 4-0

Announcements

The next Regular Board Meeting will be held on Tuesday, January 14, 2019 in the Gateway Board Room.

Adjournment

President Rice adjourned the meeting at 10:40 a.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,

Lucy Limon
Administrative Assistant