

# WALNUT CREEK MUTUAL NO. FIFTY-NINE

REGULAR MEETING MINUTES OF THE BOARD  
TUESDAY, MARCH 13, 2018 AT 1:30PM  
GATEWAY BOARD ROOM  
1001 GOLDEN RAIN ROAD, WALNUT CREEK, CA 94595

## **Call to Order**

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

## **Roll Call**

**Directors Present:** Mary Jane Hargrove, President  
Jon Rantzman, Vice President  
Linda Fletcher, Secretary  
Victor Vigil, Treasurer

**Directors Absent:** Dave Peters, Director (excused)

**Also Present:** Paul Donner, Director of Operations; Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager; Kelly Mattison, Board Services Coordinator.

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

Approval of Meeting Minutes:

- a. Regular Meeting held on January 9, 2018
- b. Executive Session Meeting held on January 9, 2018
- c. Executive Session Meeting held on January 31, 2018
- d. Executive session Meeting held on February 2, 2018
- e. Special Maintenance Meeting held on February 14, 2018

**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:**

President Hargrove reported that we have four new members since the beginning of the year; that the MOD billable rate increased from \$70/hr. to \$75/hr. effective March 1<sup>st</sup>, and the last increase was in 2013; and that 69 manors or 64% of owners have signed up to be included on email blasts from the Board. President Hargrove also gave a status report on the new AT&T contract and asked the Board if they have any specific topics they would like to see discussed at the 2018 legal seminar.

## **Landscape Report: Rebecca Pollon**

Rebecca Pollon gave the following landscape report:

## WALNUT CREEK MUTUAL NO. FIFTY-NINE

**ENTRY MAINTENANCE:** Mutual 59 has a new landscape contractor, Brightview. Work orders and routine maintenance requests will continue to be handled by the MOD work order desk.

**LANDSCAPE REHAB:** The MOD crews are scheduled to return to Pinnacle Ridge in May of 2018. A work plan will be developed 4-6 weeks beforehand in order to capture all requests.

If you have landscape maintenance requests (pruning or irrigation), please contact the MOD work order desk for fastest service. Requests for landscape improvements should be directed to your landscape representative.

### **WORK ORDER DESK**

By phone: 988-7650

By email: [WORKORDER@ROSSMOOR.COM](mailto:WORKORDER@ROSSMOOR.COM)

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

The February 28, 2018 Financial Report was presented by Paul Donner as follows:

- a) Operating Balance \$114,568
- b) Reserves Balance \$191,896
- c) Total Fund Balance \$306,464

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

Rick West gave the following building maintenance report:

#### **ACTION ITEMS:** Proposal review and Approval

1. Contract for recoating of all 6 building Breezeways. Phase I - 5910 HC, 5913 HC, 5920 HC scheduled spring /summer 2018. - Phase II - 5951 AW, 5954 AW, 5961 AW scheduled spring /summer 2019. Contractor; A One Construction - Contract total price \$95,387.00. 2018 cost \$56,383.50 / 2019 cost \$38,983.50. (Board has already voted to approve contract).
2. Core Drilling and patching of inspection holes in 5910 HC, 5913 HC, 5920 HC Breezeways. Contractor; A One Construction - Cost \$2,650.00.

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

1. Installation of 520 Ten-year smoke detectors - Contractor; Sang Electric - Cost \$26,500.00. Scheduled start date 3/26/18.
2. Replacement 8 ft. LED garage light fixtures. (Deferred until 2019).
3. 5951 AW & 5961 AW - Installation of sheet metal and screening of chimneys at designated roof locations for woodpecker's abatement - Contractor; MOD (Work Completed).
4. 5920 HC - bottom of 3rd floor Breezeway Fire Sprinkler replacement due to leak (Work Completed).

# WALNUT CREEK MUTUAL NO. FIFTY-NINE

## Report of Committees:

- a. **Landscape Committee:** Director Fletcher reported that the new landscape contractor Brightview started Monday March 12<sup>th</sup>. You can expect to see them blowing on Mondays and Thursdays. On Thursdays they will be performing further maintenance such as pruning, weeding, and fertilizing. The company will be transferring to battery powered blowers by next week/
- b. **Swimming Pool Committee:** Marge Sicotte reported that Mutual 61 is ok with the pool opening date being May 15 and closing in the Middle of October. The Board agreed to set the dates as proposed. Marge also reported that the sinks should be replaced in the men's bathroom. The hand-held shower head in the women's bathroom should be replaced because it sprays into the room. It is the committee's suggestion that the bathrooms should be cleaned every Friday and Monday while the pool is open. It is also recommended by the committee that an 8x6 sign be placed on the door saying: "When Leaving Lock the Door, Thank You" and another sign in the ladies' shower saying: "Clean the Drain After Washing Your Hair". A new garbage container is needed under the drinking fountain.
- c. **Alterations Committee:** Director Vigil reported that we had four completed alterations: 5920 HC #1A, 5961 AW #4A, 5920 HC #1A, and 5910 HC #6C. The following addresses have alterations in progress: 5920 HC #6B, 5951 AW #1C, 5954 AW #4B, 5951 AW #6B, 5910 HC #3C, 5951 AW #6B, and 5951 AW #4A.
- d. **Building Maintenance Committee:** Director Vigil reported that the Mutual is experiencing problems with people messing with the timers and presented a possible solution of purchasing electrical lock outs for the timers that are all keyed alike. The electrical billing for the Mutual common area has been changed over from residential to commercial which has dropped the rate from \$0.34 to \$0.21. The garages and outside lights can be placed on timers again to save on energy costs.
- e. **Social Committee:** A report was not presented.

## Old Business

- a. **Amending Rental Restrictions:** The Board discussed how the rental restrictions within the CC&Rs may need to be clarified and whether there is value in moving forward with this task. The topic has been tabled until the next Board meeting so that they can review this matter.

## New Business

- a. **Lock Box Purchase:** The Board discussed purchasing lock boxes for the garages. A motion was made to not purchase any new lockboxes.  
**Moved, Seconded, Carried 4-0**
- b. **Owner Billable Procedures:** The Board discussed owner billable procedures to give MOD clear direction on how to proceed with notifying the owners prior to invoicing any owners. The Board outlined the following:
  - Owner to sign a letter acknowledging their responsibility for the needed repairs
  - MOD to notify the Board President and Treasurer and provided a copy of the invoice
  - The procedure should model what is currently in place for Third Mutual
  - Director Rantzman will redraft the template letter

## WALNUT CREEK MUTUAL NO. FIFTY-NINE

### **Announcements**

There will be a Special Maintenance Meeting held on April 10, 2018 at 1:30 p.m. in the large conference room at MOD. The next Regular meeting of the Board of Directors will be held on Tuesday, May 8, 2018 at 1:30 p.m. in the Board Room at Gateway.

### **Adjournment**

President Hargrove adjourned the meeting at 2:23 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.

A handwritten signature in blue ink, appearing to read "Kelly Peterson".

---

**Secretary**