

# WALNUT CREEK MUTUAL NO. FIFTY-NINE

REGULAR MEETING MINUTES OF THE BOARD  
TUESDAY, MAY 14, 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  
Linda Fletcher, Secretary  
\*Dave Peters, Director – arrived at 1:33PM

**Directors Absent:** Victor Vigil, Treasurer

**Also Present:** Paul Donner, Director of Operations; Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager and 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 March 12, 2019
- b. Executive Session Meeting held on March 12, 2019
- c. Executive Session Meeting held on April 29, 2019

**Moved, Seconded, Carried 3-0**

## **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. Topics discussed in Resident's Forum included elevator vandalism; 5951 AW request to paint benches blue; thank you for the quick response by maintenance department: and ground cover on the hill of 5961 AW.

## **President's Report:**

President Rice reported on the following items:

- Remind people their time for discussion is in the Resident's Forum and limited only to the time. They are not to participate further in the meeting.
- New Residents: Nancy Werner and her son Kirk. Harvey and Norma Resnick. Michie Blomeyer.

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- Work Order Desk: If you email, the fewer words the better, be clear and concise, no storytelling, or it will get rejected. Call if you want faster service and you can give a lot more detail
- Save the date announcement for M59 Annual Summer/Fall BBQ on the Dollar Patio – The Social Committee has requested either September 4th or 5th. Please save those dates and the committee will notify residents as soon we get confirmation
- **We still need some people to step up to help out Mutual function. There are just too many jobs and too few people who will step up and volunteer. Please contact one of the board members if you have any interest. WE NEED YOU!**
  1. **Email Blasts**
  2. **Finance Committee**
  3. **Maintenance Committee**
  4. **Landscape Committee**
  5. **Emergency Preparedness Committee**
  6. **Pool Committee (contract renewal)**
  7. **Governing Documents**
- Presidents Forum/GRF
  1. New mulch being used is darker and ½ the price
  2. We need to have an EV policy – Can our buildings electricity handle the load? Should we allow?
  3. Pet Policy should be updated
  4. Insurance
    - a) Underwriters want an updated BBQ policy, fire evacuation policy and Emergency Preparedness policy. They must conform to what underwriters want
    - b) Crime insurance policy for all of Rossmoor will be increased from \$41M to \$45M which will cost \$6K more spread over all Mutuals, so cost to each mutual will be minimal
  5. Food Service in Redwood Room
    - a) Vendor is ready to go
    - b) Need health permit
    - c) Cannot get health permit until they get new flooring and a new mop sink close to the kitchen
  6. Fire – GRF hired a company to update an Emergency Operations Plan
    - a) Original plan did not address wildfires
    - b) GRF cannot issue evacuation order. It must come from City officials
    - c) Mutual should have an evacuation Policy that complies with City and GRF Policy. Dennis Bell should review to see if it complies.

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

The April 30, 2019 Financial Report was presented by Director of Mutual Operations Paul Donner as follows:

- a) Operating Balance      \$159,813

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- b) Reserves Balance       \$260,117
- c) Total Fund Balance     \$419,930

Actual vs Budget: The Mutual is better by about \$12,000.

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

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

#### **PENDING ITEMS: Proposal Review and Approval**

1. Pressure Washing estimates from Welcome Services for a variety of different building locations. Presented to the board with the option to choose which services they may be interested in this summer. A motion was made to approve the Welcome Building Maintenance Estimate #352 in the amount of \$7,800. The Board did not approve Hot water high pressure washing for garages;  
**Moved, Seconded, Carried 4-0**
  
2. Dryer vent cleaning for 5951 AW / 5954 AW / 5961 AW - Contractor: Welcome Services - Estimate \$4,320.00 (Presented to the board for approval). A motion was made to approve the Welcome Building Maintenance Estimate #353 in the amount of \$4,320.  
**Moved, Seconded, Carried 4-0**
  
3. Window Washing - Contractor: Fish Window Cleaning scheduled to wash the exterior side of the windows on all 6 buildings. Cost \$7,560.00. MOD will also offer screen removal and replacement as well as window screen repair service. (Presented to the board for approval). A motion was made to approve Fish Window Cleaning in the amount of \$7,560.  
**Moved, Seconded, Carried 4-0**
  
4. Leap Frog Plumbing installed a New Tankless Water heater at 5913 HC. - Noritz NCC-199-DV.NG in the mechanical room. This unit is linked up with the other Noritz NCC199-DV-ng. LF ran approx. 10' of hot and cold waters with service valves, ran approx. 10' of 4" PVC for the vent, ran approx. 10' of 1/2" PVC with neutralizer for condensate. Cost \$ 4,700.00. (2019 Water Heater Budget \$9,400.00.) A motion was made to ratify the approval of the installation by Leap Frog Plumbing in the amount of \$4,700.  
**Moved, Seconded, Carried 4-0**

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

1. New Breezeway Deck Coating for Buildings: 5951, 5954, 5961 - Contractor: A One Construction Notices were put out by A-One Construction for each building. (Scheduled for May 20th, 2019).
  
2. New LED Light bulb installation in 5954 AW and 5951 AW Garage - Contractor: MOD (Work Completed).
  
3. Walk Through item List has been completed by MOD.

### **Landscape Maintenance: Rebecca Pollon**

Rebecca Pollon gave the following landscape maintenance report:

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**ENTRY MAINTENANCE** Entry maintenance crews are busy addressing weeds during this active growing season.

**MOD WORKDAYS** MOD crews have just completed some medium sized projects around the mutual in addition to the installation of our new composted mulch.

**TREE MAINTENANCE** Three declining and crowded Oaks will be removed in the coming weeks.

### **OTHER**

#### MOD VS. BRIGHTVIEW LANDSCAPE SERVICES

MOD provides a set amount of labor days to be used towards landscape installations. MOD also provides irrigation repair services. MOD performs this work and charges material on a wholesale cost-only basis, as GRF is a non-profit organization, however time is limited with the MOD crew.

BRIGHTVIEW provides all maintenance services. Brightview also offers for-fee rehab services above and beyond those provided by MOD.

#### OPERATING VS. RESERVES EXPENSES

Operating funds are typically used for regular or annual needs to care for the landscape. Maintenance is included in operating costs, as are mulching and plant replacements (ideally).

Reserves funds are typically used for one-time or infrequent expenses i.e. rehabilitation projects and irrigation controller replacements.

#### IRRIGATION SYSTEM

The irrigation system in use here in Rossmoor is called ET Water. These 'smart water' controllers communicate with a satellite on a nightly basis which in turn communicates with our on-site weather station. The weather station collects data regarding daily temperature, ambient moisture levels, wind and precipitation. This data is delivered to the satellite, then to the controllers which use this data to determine how much water needs to be replaced to the landscape depending on site conditions such as slope, irrigation type, plant type and sun/shade.

### RESIDENT REQUESTS

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If you have landscape *maintenance* requests (pruning or irrigation), please direct them to the MOD work order desk. If you have landscape *improvement* requests please contact your mutual landscape representative.

### **WORK ORDER DESK**

By phone: **988-7650**

By email: **WORKORDER@ROSSMOOR.COM**

### **Report of Committees:**

- a. **Finance Committee:** Bunk Sicotte gave the following report on the last finance committee meeting:

The meeting was called to order at 3:00 p.m. on April 22, 2019.

In attendance were Mary Jane Hargrove, Chair; Toni Hessler, Committee member; and Board members, Bunk Sicotte and Vic Vigil.

The committee reviewed the February and March monthly reports as required by Civil Code Section 5500 and created a list of the committee's questions on the reports for presentation to MOD Accounting.

The committee is concerned that many unbudgeted costs are being charged against the Reserve account. Reserves should be monies set aside for the future replacement or renovation of our major components and not for their normal repair or maintenance. While it is reasonable to do partial funding of reserves, current total replacement costs are projected to be \$2,700,000. In preparing the 2019 Budget, the Board was hoping to accumulate at least a \$500,000 Reserve Fund Balance by the end of 2021 without an increase to the Reserve portion of monthly coupon.

Inasmuch as our reserve account is barely 10% funded, we recommend that:

- The Board members carefully review every unbudgeted cost to determine if it is a normal, ongoing repair which should be charged to the Operating account or if it extends the remaining useful life of the component listed on the Reserve Study.
- If the repair does extend the life of a reserve component, make sure the appropriate change to the "remaining life" is made to the Reserve Study update
- If a component is "missing" from the reserve study, add it to the next annual update.
- The approval of the Board for unbudgeted reserve expenditures should be indicated in the minutes.

1. **Motion on compliance with Civil Code §5500:** A motion was made to that the Board is in compliance with Civil Code §5000.

**Moved, Seconded, Carried 4-0**

- b. **Landscape Committee:** Linda Fletcher reported on the projects completed by MOD.

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The mutual buys smaller plants and eventually grow large. A thank you was given to Marge Sicotte for her work on the Pool Committee.

- c. **Swimming Pool Committee:** Marge Sicotte reported that she checked the cleanliness of the pool after it was opened for the season and it looks good. Some pool furniture that was refurbished will arrive tomorrow. Table and umbrellas are already up.
- d. **Alterations Committee:** no report
- e. **Building Maintenance Committee:** It was announced that a water leak was discovered under concrete in the pool equipment room. Once the leak is repaired the water bill will decrease. Please report any trip hazards in the mutual to the work order desk: 925-988-7650.

### Old Business

- a. **Composting:** it was reported that not all of Rossmoor is participating in the new composting. This is because not every trash enclosure or mutual has room for composting bins. M59 is unable to participate at this time. It is important for all M59 Residents to properly identify what goes in trash and what goes in recycling.

### New Business

- a. **Placement of Residents Forum on the agenda:** The board discussed adding a question and answer item to the end of every agenda.
- b. **Approval of Window Washing Contract:** The FISH Window Cleaning contract was approved during the building maintenance report in the amount of \$7,560.
- c. **Mosquito Abatement Discussion:** The Board tabled this item to the next meeting because they are still waiting on the report from the county.

### Announcements

There will be a Special Maintenance Meeting held on Tuesday June 11, 2019 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, July 9, 2019 at 1:30 p.m. the Board Room at Gateway.

### Adjournment to Executive Session

President Rice adjourned the regular meeting at 3:13 p.m. and the Board Moved into Executive Session.

### Executive Session Summary

The Board discussed a delinquencies and collections.

### 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