

# WALNUT CREEK MUTUAL NO. FIFTY-NINE

REGULAR MEETING MINUTES OF THE BOARD  
TUESDAY, MAY 8, 2018 AT 1:30PM  
GATEWAY BOARD ROOM  
1001 GOLDEN RAIN ROAD, WALNUT CREEK, CA 94595

## **Call to Order**

Vice President Rantzman called the meeting to order at 1:31 p.m.

## **Roll Call**

**Directors Present:** Jon Rantzman, Vice President  
Linda Fletcher, Secretary  
Victor Vigil, Treasurer  
Dave Peters, Director

**Directors Absent:** Mary Jane Hargrove, President (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 March 13, 2018
- b. Special Maintenance Meeting held on April 10, 2018
- c. Emergency Meeting held on April 20, 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:**

Vice President Rantzman read the President's report in the absence of Mary Jane Hargrove. The report included the following topics:

- Maintenance Walkabouts - Over 3 days in March, various members of the Board and Rick West inspected the 6 buildings and pool areas making a list of items that need attention. Several violations of the CC&Rs and Rules were noted. The Board will be asking for resident's cooperation in obtaining the Board's consent to place any personal property in common areas.
- 2018 Legal Seminar - 3 Directors attended to hear topics such as current solar law, fair housing regulations, and procedures for handling requests for disability accommodation.
- April President's Forum – Topics discussed in the most recent President's forum include solar policies and re-writing governing documents.
- AT&T New Contract – All lines should now be converted to the discountable rates.

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## **Landscape Report: Rebecca Pollon**

Landscape Manager Rebecca Pollon gave the following landscape report:

**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 currently working on the projects outlined in the schedule provided to the Board. Work days began on Wednesday May 2nd and will continue through Friday May 18th.

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 March 31, 2018 Financial Report was presented by Director of Mutual Operations Paul Donner as follows:

- a) Operating Balance        \$129,041
- b) Reserves Balance        \$206,709
- c) Total Fund Balance      \$435,505

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

Rick West gave the following building maintenance report:

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

1. Welcome Services has the annual pressure washing scheduled for May. Cost \$4,200.00
2. Welcome Services has annual Window Washing scheduled for June. Cost \$7,800.00.
3. Welcome Service has annual dryer vent cleaning scheduled for Fall. Cost \$6,480.00.  
The Board requested a revised proposal since the battery changing is no longer needed as part of this service.

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

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. (Work scheduled)
2. Core Drilling and patching of inspection holes in 5910 HC, 5913 HC, 5920 HC Breezeways. Contractor; A One Construction - Cost \$2,950.00. (Work scheduled)

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3. Installation of 520 Ten-year smoke detectors - Contractor; Sang Electric – Cost \$26,500.00 (Work Completed).
4. 5910 HC - Installation sound deadening material on roof locations for woodpecker's abatement- Contractor; MOD (Work Completed).
5. MOD Painter has been touching up Doors, Ballard, Stair Railing and Stair Safety Strips. From walk through list (work in progress).

### Report of Committees:

- a. **Finance Committee:** A report was not presented.
- b. **Landscape Committee:** A report was not presented.
- c. **Swimming Pool Committee:** The committee reported that they are looking forward to opening the pool in 7 days on May 15<sup>th</sup>.
- d. **Alterations Committee:** Director Vigil reported that there are currently 10 applications in progress for the following units: 5951 AW #6B (2 applications), 5910 HC #3C, 5961 AW #4A, 5920 HC #1A, 5910 HC #3C, 5920 HC #3C, 5920 HC #1C, 5961 AW #1C, and 5951 AW #2B. 2 Applications have been finalized between the dates of 3/1/18 – 4/30/18 for 5920 HC #6B and 5954 AW #4B.
- e. **Social Committee:** The committee reported that the summer picnic is on September 12th on the Dollar patio. 5PM is the social hour with dinner at 6PM. Notices will go out some time July-August.

### Old Business

- a. **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 at the March meeting. 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 Board reviewed Vice President Rantzman' template letters. A motion was made to approve the template letters for use.

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

### New Business

- a. **Proposed Rules Changes:** The Board discussed changes to policies 5.0 Financial Activities, 8.0 Leasing, 9.0 Maintenance, and 13.0 Enforcement for a 30-day comment period to the members and then adoption in the proceeding open meeting.

Changes to 5.2.5 Financial Report were discussed to allow an audit to be conducted every 3 years instead of annually. The Mutual will be able to save money in the intervening years while still complying with provisions of the Mutual's Bylaws and California law. A motion was made to approve the following language for 5.2.5: "The Mutual contracts with a CPA to conduct an audit of the Mutual's financial records every three years with financial reviews in the intervening years. A copy of the audited or reviewed financial report shall be distributed to each owner."

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

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The Board discussed increasing the fine amounts in section 5.4 Schedule of Fines. A motion was made to approve changing the amounts found under "Other Violations of Mutual Policies, Bylaws, CC&Rs" for after notice and time frame expires from \$50 to \$75 and for the same violation within 3 months from \$100 to \$150.

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

An additional section 5.4.1 was discussed to be added to policy 5.0 to allow the members to attach meaningful financial penalties to unpaid special or reimbursement assessments. A motion was made to create a new section 5.4.1 Late Fees and Interest with the following language: "Notwithstanding the fines schedule established in Section 5.4 or any monetary assessments established elsewhere in these Rules, any enforcement or reimbursement assessments not paid within 30 days will accrue a late fee equal to 5% of the balance due, and interest at the rate of 10% per annum."

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

The Board discussed changes to 8.0 Leasing, but after discussion, the changes were withdrawn.

Changes to 9.0 Maintenance were discussed under section 9.5 Plant Containers and Potted Plants to help protect the exterior surfaces of the Mutual. A motion was made to add the following language section 9.5: "The basins must have elevated platforms and/or locking rollers underneath to allow for passage of air."

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

Changes to the amount stated in 13.0 Enforcement was discussed to conform with the changes approved in policy 5.0. A motion was made to approve amending the maximum fine specified from \$100 to \$150.

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

- b. **Solar Site Survey:** The Board discussed the new law SB721 and how it requires a solar site survey.
- c. **Trash Rooms:** The Board discussed issues with the trash rooms that occur when an owner moves in or moves out and how the trash rooms are being filled with items that should have been taken offsite to a dumpster or the recycling center. Important information will be added to a flyer that can be posted online for New Residents with information such as: No glass or loose items may be put down the trash chute, only tied bags of garbage. No miscellaneous household items may be put in dumpsters; i.e., furniture, rugs, etc. Boxes, glass, papers and certain plastics are recycled. Glass containers and cans must not contain food or garbage. Boxes must be flattened and fit in the recycle bins, otherwise taken up to Rockview Drive. (Recyclers will not pick up items left outside of the bins.) See the illustrations on the bins for what is allowed.

### **Announcements**

There will be a Special Maintenance Meeting held on June 12, 2018 at 1:30 p.m. in the large

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conference room at MOD. The next Regular meeting of the Board of Directors will be held on Tuesday, July 10, 2018 at 1:30 p.m. in the Board Room at Gateway.

**Adjournment**

Vice President Rantzman adjourned the meeting at 2:55 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". The signature is fluid and cursive, with a long horizontal stroke at the end.

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**Assistant Secretary Mutual No. Fifty-Nine**