

# WALNUT CREEK MUTUAL NO. FIFTY-NINE

REGULAR MEETING MINUTES OF THE BOARD  
TUESDAY, JULY 9, 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 1:29 p.m.

## **Roll Call**

**Directors Present:** Jodi Rice, President  
Bunk Sicotte, Vice President  
Vic Vigil, Treasurer  
Linda Fletcher, Secretary  
Dave Peters, Director

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

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

Approval of Meeting Minutes:

- a. Regular Meeting held on May 14, 2019
- b. Executive Session Meeting held on May 14, 2019
- c. Maintenance meeting held on June 11, 2019

**Moved, Seconded, Carried 5-0**

## **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 Rice reported on the following items:

1. Tradition of leaving lights on 24/7 when a unit is for sale/wasteful and hazardous
2. Membership Transfer Fees - GRF has started a pilot program in a select Mutuals to identify the properties that haven't paid membership fees, to identify the reasons for non-payment and to collect on the fees that have not been paid. This is still in the early stages. So far, they have identified 90 manors that have units where the transfer fees have not been paid. This amounts to over \$300,000.00. Collection of these fees is important to keep residents' coupons down and to help cover budgeted items.
3. Rossmoor Website has been completely updated and expanded. It is more user friendly and the bus schedule will be able to be printed
4. Rossmoor News Website completely redesigned:

## WALNUT CREEK MUTUAL NO. FIFTY-NINE

- Now PDF will be interactive
- It will read out loud
- Whole articles will be on the same page
- Can zoom in and out
- Able to click on pages and jump to any page you want
- Search archives - Can go back 5 years online. Can go back to 2008 but need to request it from News and it can be sent to you

The Rossmoor News is years behind the real world where papers are losing printers and carriers at a rapid rate. In 2 years, there will be no carriers and in 5 years there will be no print papers! Everything will be done online.

5. New police presence in Rossmoor. The new Captain at the Rossmoor station is taking a proactive stance in Rossmoor. I hope you all read the article in the Rossmoor News about him.
6. GRF is leading the city and several different agencies down the path of our Emergency Evacuation Plan. GRF, Police, Fire and other city agencies are working in cooperation to develop a plan.

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

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

- a) Operating Balance \$150,096
- b) Reserves Balance \$276,763
- c) Total Fund Balance \$426,859

Actual vs Budget: The Mutual is better by about \$20,310.

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

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

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

1. Pressure Washing all 6 Buildings - Contractor: Welcome Services - Courtyards, Elevator Lobbies, Stairwells, Trash chutes and Trash rooms (Scheduled).  
July 16<sup>th</sup> start date
2. Dryer vent cleaning for 5951 AW / 5954 AW / 5961 AW - Contractor: Welcome Services - Estimate \$4,320.00 (In Progress).  
12 residents did not allow access and the invoice from the vendor came in under the approved amount. The vendor will be available to complete the 12 units for the next 6 months. Vic Vigil will contact each owner and try to schedule access for the cleanings.
3. Window Washing - Contractor: Fish Window Cleaning - Washed the exterior side of the windows on all 6 buildings. Cost \$7,560.00. (Work Completed).
4. New Breezeway Deck Coating for Buildings: 5951, 5954, 5961 - Contractor: A One Construction - (Work Completed).
5. 5920 Elevator door Buffed out (work completed).

## WALNUT CREEK MUTUAL NO. FIFTY-NINE

6. 5920 - Concrete slab replacement completed - Grounded tripping hazards.  
5910 - Concrete slab replacement and Grounded tripping hazards (Work Scheduled).
7. Pool Mechanical room - Jet Pump and Filter replacement due to leaks. New Filter cartridge cost \$1,900. - New 2 HP Jet Pump Cost \$1,600. (Work Completed).
8. Pool Room Leak repair - (Work Completed).
9. Spa Jet Nozzle repairs - Working with Algae Buster to obtain an estimate for repairs. (This work will likely be completed during the off season).

A motion was made to approve a gutter cleaning contact with Professional Gutter Services for three years (2019-2021) at \$4,675 per cleaning, once a year. Cleanings will take place late November of each year. Total contract amount for three years is \$14,025.

**Moved, Seconded, Carried 5-0**

The topic of elevator outages was brought up for discussion and the need to have direction to Securitas and MOD in place for what to do if they go out after hours and on weekends when the rate can be very expensive. The item is tabled for more information and further discussion at the next Board meeting. Rick West will get the different rates for "emergency" service by the elevator company outside of normal business hours. **In the meantime, owners shall be made aware that during an elevator outage they can get assistance from Securitas where they bring a lift to them Mutual and help an owner get up and down to their unit. Owners need to call at least 15 minutes in advance of the time they need the assistance.**

### Report of Committees:

- a. **Finance Committee:** Mary Jane Hargrove gave the following report on the last finance committee meeting:

The M59 Finance Committee met on Thursday, June 27th, to review the April and May financial reports. In attendance were Board members, Bunk Sicotte and Vic Vigil and committee members Toni Hessler and Mary Jane Hargrove. A list of questions and requests were emailed to MOD on July 2nd.

The issues in question on the **Operating Fund** primarily relate to the segregation of pool costs for the Pool Use Agreement with Mutual 61 which is due for renewal on July 21st.

- On the YTD May financials, there is no income yet shown for the quarterly fee the Mutual should have received.
- Repeated requests have been made in person or by email requesting a breakdown on the 2018 pool maintenance costs for review for accuracy.
- No 2019 YTD expense is yet indicated for the pool telephone.
- We were advised that the costs for re-strapping the pool furniture were properly posted to the reserves, but there is a -0- balance on the May financials for the pool.
- No detail could be tracked for the \$9,269 reclassified to the pool for the month of May.

As a result of the reclassification, there is a negative YTD cost in the office expense category.

On the **Reserve Fund**, we again questioned unbudgeted YTD costs for carpentry, painting,

## WALNUT CREEK MUTUAL NO. FIFTY-NINE

sprinkler repairs and elevator maintenance and whether these costs should be moved to the Operations Fund as normal operating maintenance and repairs. Inasmuch as our reserve fund is only at 8% of the current estimated replacement cost, we believe the Board should consider reclassifying any costs that do not extend the lives of major components.

The committee also questioned why some amounts on the check registers appeared on the general ledger and financial statements with an additional \$20 - \$25 amount added to the cost. We need further explanation of “the vendor fee they pay for administrative cost.”

The committee has requested a meeting with the Board and MOD staff to learn how to read the various financial reports and how to follow items from the check register to the general ledger and financial statements. We highly recommend that all Board members participate in such a meeting.

- 1) Motion on Compliance with Civil code 5500: A motion was made that the Board is in compliance with Civil Code 5500 for the month ending May 31, 2019.

**Moved, Seconded, Carried 5-0**

- b. Landscape Committee:** Linda Fletcher of the Landscape Committee gave the following report:

MOD Landscape crew has completed work till fall, but they will return briefly in mid-July to mulch the top of the slope on the west side of 5961, on bare clay where weeds have been cleared. Gorilla hair mulch is not recommended by the fire department, so the new darker mulch will be used to improve appearance, retard water runoff, and discourage weeds.

Plum trees on the corner of Autumnwood are declining, and will be removed by Waraner, along with a diseased oak near the top of Autumnwood.

### WEED CONTROL

At the request of residents, Brightview does not use Roundup to control weeds in M59. They use a combination of:

- a) Dimension pre-emergent (prevents weed germination without killing vinca)
- b) orange oil (kills top growth)
- c) hand pulling (when weeds appear)
- d) string trimmer (cuts off top growth at ground level)

The MOD crew works in M59 only twice a year for replacement and rehab, so we rely on Brightview for everything else. This includes weed control, clearing walkways, sidewalks and courtyards of leaves twice a week, removing plant debris from beds and walkways, fertilizing, shrub pruning, and leaf clearing of above-ground drainage channels once a week.

Landscape calls from residents to the Work Order Desk are directed to Brightview. The Landscape Committee schedules three walkthroughs each spring and fall with Brightview, Rebecca, and Waraner Brothers Tree Service.

## WALNUT CREEK MUTUAL NO. FIFTY-NINE

Rebecca Pollon, MOD Landscape Manager gave the following report:

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

**MOD WORKDAYS:** Complete for spring. Total cost was \$7016, approximately \$3,000 under budget.

**MOD crews will return in mid-July to install 20 yards of mulch at the top of the hill between 5951 and 5961 AW. The cost will be approximately \$1,000.**

Plans for fall MOD work have not yet been made. Fall work is tentatively scheduled for late October.

Remaining rehab budgets	
Operating	\$5,000
Reserves	\$21,784
Total remaining	\$26,784

**TREE MAINTENANCE:** Some oak trees in the mutual have been removed. Some declining plums at the corner of AW and TG will be removed this summer. \$375

Remaining tree budget	
Operating remaining	\$7,045
Reserves	N/A

**OTHER:** Now is the time of year to order daffodils. Please let me know what amount of funds you would like to dedicate to daffodil purchases this year.

### **RESIDENT REQUESTS:**

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**

- c. **Swimming Pool Committee:** Marge Sicotte reported that the furniture looks good. There also appears to be a couple of issues regarding the toilet paper holders. Contract with Mutual 61 expires July 21, 2019. The Board is waiting on data before revising the contract.
- d. **Alterations Committee:** Vic Vigil reported that for the time period 5/01/19 to 6/30/19

## WALNUT CREEK MUTUAL NO. FIFTY-NINE

there are currently 5 application in progress for 5961 AW #6B, 5920 HC #2B, 5954 AW #2A, 5920 HC #2B, and 5913 HC #2C. There have been 2 completed alterations within this time period for 5910 HC #3C and 5951 AW #5C.

- e. **Building Maintenance Committee:** Vic reported on a walk through with MOD and all the work on the funding worksheet was completed.

### Old Business

- a. **Damaged Guard Rail Garage 5961 AW:** This topic was labeled for more information.

### New Business

- a. **Delivery companies/Liability issues:** The Board discussed that owners are responsible for any damages caused by guests, contactors, delivery drivers, etc. aka "invitees"
- b. **Presentation of Mutual Modification Database:** Vicki Swisher of Mutual 4 is creating a website to help owners look up their homes history. This project is still in beta testing and is independent of MOD.
- c. **Discuss installing motion detector lights in the garage chute rooms:** The cost of the lights to be installed on every floor in the garbage chute rooms is approximately \$18-\$25 per unit. The Board instructed MOD to moved forward with this after the board purchases the lights.

### Announcements

There will be a Special Maintenance Meeting held on Tuesday August 13, 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, September 10, 2019 at 1:30 p.m. the Board Room at Gateway.

### Adjournment to Executive Session

President Rice adjourned the regular meeting at 2:51 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.

Respectfully Submitted by,  
Lucy Limon  
Administrative Assistant for M59