

# WALNUT CREEK MUTUAL NO. FIFTY-NINE

REGULAR MEETING MINUTES OF THE BOARD  
TUESDAY, SEPTEMBER 11, 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 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 July 10, 2018
- b. Special Maintenance Meeting held on August 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:**

No report was presented.

## **Landscape Report: Rebecca Pollon**

Landscape Manager Rebecca Pollon gave the following landscape report:

As the weather cools and the day lengths shorten irrigation will become less frequent even if the warm weather continues. Residents can look forward to the fall colors of Red Maples, Liquidambar and Nyssas.

**WATER USE:** August is the highest water consumption month of the year due to high temperatures and long day lengths. After September irrigation use will continue but drop steeply even if warm weather continues.

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**ENTRY MAINTENANCE:** Entry maintenance crews will finish summer pruning tasks and start transitioning to fall cleanup.

**MOD WORK DAYS:** MOD crews performed several rehab projects in spring. We will return to M29 for 7 days in Mid-October and will meet several weeks beforehand to decide which projects to undertake.

## **Financial Report: Paul Donner**

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

- a) Operating Balance      \$135,313
- b) Reserves Balance      \$159,443
- c) Total Fund Balance    \$294,756

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

Rick West Maintenance Manager was absent, and Paul Donner gave the following building maintenance report on his behalf:

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

1. First Floor Lobby concrete cleaning - Contractor Welcome Estimate \$3000 for all 6 buildings. This item was tabled by the Board.
2. Dryer Vent Cleaning - Contractor: Welcome Service - Cost \$75 per unit = \$8,100. Work scheduled to be completed in October.
3. 5913 HC - 75 square ft. of new concrete due to trip hazard in atrium. Contractor Fleece Construction Estimate \$3000. A motion was made to approve the estimate with Fleece in the amount of \$3,000.

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

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

1. Breezeway inspection and report - Contractor: Jim Hogue was hired to inspect and submit an inspection report. Breezeways given Clean Bill of Health. (Work completed).
2. Touching up Doors, Ballard, Stair Railing and Stair Safety Strips. From walk through list, Contractor: MOD (Work completed).
3. Courtyard atrium area Drain clearing. Contractor: Roto Rooter - (Work scheduled to be completed in September).
4. New Signage - 18 no smoking signs (installation completed) 18 no storage or carts anytime signs (on order).
5. Garage Trash Room Door Damage - Diamond plated metal sheets (On Order).
6. 5913 Courtyard Atrium concrete damage - (Waiting for repair estimates).

## **Report of Committees:**

- a. **Landscape Committee:** Linda Fletcher thanked everyone for the positive feedback on Brightview. Director Fletcher covered the following topics in her report: the tree budget and a bid for the removal of an Oak at 5920 for \$1700; removal of deadwood 2 weeks ago; and the August 22 edition of the Rossmoor News and the article on Round Up.

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- b. **Swimming Pool Committee:** Marge Sicotte reported that the swimming pool is in great condition, clean, and the doors are remaining locked. The pool will be closing October 15<sup>th</sup>.
- c. **Alterations Committee:** Vic Vigil reported that for the time period 7/1/18 to 8/31/18 there is currently 1 application in progress for 5913 HC #3B. There have been 7 completed alterations within this time period for the following units: 2 for 5951 AW #6B, 1 for 5951 AW #2B, 1 for 5913 HC #5B, 1 for 5961 AW #6A, 1 for 5961 AW #4A, and 1 for 5910 HC #2B.

### Old Business

- a. **Adopt Solar Rule 17.0:** The Board announced that no comments were received on the proposed Solar Rule 17.0 during the 30-day comment period. A motion was made to adopt Solar Rule 17.0. The adopted rule will be mailed to all owners and added to the rule book.  
**Moved, Seconded, Carried 4-0**

### New Business

- a. **Removal of Improperly Stored items In Common Areas:** This hazard is being addressed by the Board and they will continue to brainstorm on how to address it. This item is tabled to the next maintenance meeting.
- b. **Utilities:** 5913 LED garage lighting cost is decreasing. Overall utilities costs are down. LED lighting conversions on buildings 5951 and 5954 will likely take place in 2019, buildings 5920 and 5910 will likely take place in 2020 and then lastly 5961 after that.
- c. **Gutter Cleaning:** Gutter cleaning has been scheduled within Budget and will take place November 2018 and February 2019.

### Announcements

The Special Maintenance Meeting originally scheduled for October 9 will be cancelled and combined with the 2019 Budget Review Meeting on October 18, 2018 at 10:00 a.m. in the large conference room at MOD.

### Adjournment

Vice President Rantzman adjourned the meeting at 2:48pm.

### 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