

MINUTES OF WALNUT CREEK MUTUAL NO. TWENTY-TWO  
QUARTERLY MEETING OF MEMBERS  
MARCH 13, 2017, 10:00 A.M.  
CLUB 22, 4033 TERRA GRANADA DRIVE

ROLL CALL: All Mutual 22 Board Members were present: Ping Tse, President; Nazli Monahan, Vice President, and Maureen Lawson, Secretary-Treasurer.

FROM MOD; Rick West, Bldg. Maintenance Manager was present. Paul Donner was absent as was Rebecca Pollen, Landscape Manager (jury duty).

FINANCIAL REPORT: In Paul Donner's absence, Rick West covered our latest financial report as follows: 5,857 in our Operating Fund, \$ 234,502 in our Reserves Fund, for a total of \$ 240,359 ytd. The Operating Fund is low at this time due to a transfer of \$10,000 in January to cover the mutual's annual insurance payment. As the year proceeds, the Operating Fund will build up from residents coupon payments. The only over-budget maintenance item this year so far is rain leaks repairs.

STATUS OF CUSTODIAL SERVICES COMPANY: Rick reported that Commercial Support Services is no longer serving Rossmoor and MOD is looking into bids for other service companies to perform this work. For our mutual these are the people who clean Club 22, individual duplex garbage bin closets, 4033 trash room, and 4033 breezeways/stairways sweeping, and cleaning 4033 elevator. Individual mutuals are billed for these services on a monthly basis.

**BUILDING MAINTENANCE REPORT: RICK WEST**

Rick reported on the following mutual maintenance items:

4033 northwest post replacement; a bid from AMAC in the amount of \$30,838 was approved by passed motion of the Mutual 22 Board at an emergency private session meeting on February 28, 2017, at the MOD office. Before going into private session, the board discussed with Rick West each of three bids for the work to be done. Minutes of this private session were posted on the 4033 bulletin board near the elevator. President Ping explained that agendas and minutes of emergency board sessions do not need to be sent to residents but sent to the MOD Secretary at Gateway and posted on our board bulletin board.

Rick stated for future reference whenever work is being done in the mutual by a contractor, MOD will provide weekly progress updates to the Mutual board to share with the residents as needed. MOD has added additional personnel to help with this work. 8:00

a.m to 4:00 p.m. will be the hours worked on the post replacement as suggested by the mutual board. Rick stated that AMAC gave a time frame of having the post replacement work completed in one month after work commences providing necessary inspections by the City take place on time,

4033 Second/Third Floors Breezeways Resurfacing: Rick explained that the breezeway floors will need resurfacing after the northwest post work has been completed. This will help prevent future dry rot around the posts because the material will act as caulking. This resurfacing is basically a fiberglass and epoxy material top coating over the current flooring. The three bids received by MOD for this resurfacing were \$48,750, 41,600, and 41,148. The mutual board will review these bids with MOD Maintenance and then hold an emergency private session to approve one of the bids by passed motion. This decision does not have to be made until after the post work is completed.

4033 Elevator Area Leakage Problem: Rick explained that since this problem is not an emergency, bids for this work will be entertained by MOD and shared with our mutual board after the 4033 northwest post replacement work is completed..

Rail Caps Dry Rot/Woodpecker Damage: MOD Maintenance will entertain bids for this work this summer and share same with mutual board for review and approval.

LED Landscaping/Duplex Security Lighting Proposal: This bid of \$11,500 for 44 lights was just received from Sang Electric this morning. The bid includes modifying the existing lights to allow LEDs to be used. Some of the LED lights cost \$150 to \$200 each. The Board will review the bid and decide when the budget will allow this work to be done. The cost of \$13,000 for all the **past** LED lights for 4033 breezeways and all carports was paid for by a donation from an anonymous resident. There is still approximately \$721 left in the LED mutual budget. LED lights burn about 50,000 hours and lower our power bill considerably and save on MOD changing lights bulbs frequently at \$70/hour charged to the mutual.

2017 New Asphalt Coating Throughout Mutual Driveways: Bids for this work have been received and the Board will review them with MOD Maintenance.

4033-8C Ceiling Leak Repairs: The roofing involved in these leaks was repaired and water testing has been done. Basically the roof underlayment of paper was compromised due to age and heavy rains. All top floor residents were asked to report any inside ceiling stains so they can be taken care of before getting worse.

Gutter Repair on 4005-1B: Rick will check on the gutter replacement estimate.

Plumbing Back-ups: This major problem was discussed covering a back-up in the first-floor units of 4033: 4A, 5A, and 6A. Toilets were overflowing as well as showers and sinks. Rick West stated that MOD will continue to further investigate the causes of the problem and get it fixed.

LANDSCAPE REPORT: Landscape Contact Maureen Lawson gave a brief report in Rebecca Pollen's absence that some of the small trees were pruned, new plantings put in, and juniper behind 4009 was pruned back. Also two pine trees were removed, one behind 4001 due to tree dying and beetle infestation and the second one on Avenida Sevilla due to heavy rains causing it to lean towards the street.

#### PRESIDENT'S REPORT AND ANNOUNCEMENT

President Ping Tse reported on the main problem with the 4033 post failure which includes rain and moisture invading the post sections as they pass through the third and second breezeway floors. Annual power washing cleaning of the breezeway floors is also a contributing factor due to washing away the caulking at the post sections on each of the upper floors. The Board has decided that there will be no more power washing of breezeway floors. AMAC has to obtain the permit from City of Walnut Creek; once that is obtained, the work will start on replacing the post and adjacent cross members. AMAC has stated that they will finish the work in one month's time unless inspections hold them up.

Upper Breezeway Floors Recoating; Ping reported that once the post work and elevator area problem is taken care of, the upper floor breezeways have to be cleaned and recoated as mentioned in Rick West's foregoing maintenance report.

Asphalt Re-coating of Mutual driveways; this work is scheduled to be done this year according to the latest Helsing Report. The bids received for this work amount to approximately \$100,000.

President Ping explained that with all these forthcoming expenses this year which will amount to about \$200,000, the board will look closely at the budget and decide if too much has to be taken out of reserves this year. The monthly coupon will most likely be raised next year to help build up our reserves. The asphalt recoating may have to be put off until next year if allowed by Helsing.

Building Painting and Tile Roof Replacement; the painting of the buildings has been pushed out to next or the following year and the roof replacement the following year after that.

Announcement by President Tse; Ping stated that after serving for two terms, his board term is ending on June 12, 2017 and **he will not seek re-election**. This will leave a board opening for any resident in good standing who is interested in running for the position of

board member. Ping's resignation will be published in the Rossmoor News the week of 3/20. Any interested resident should submit a resume of 300 words or less to the Mutual Board Office (William Kim) at Gateway. The other two board members and residents present thanked Ping for his diligence in serving on the board for two terms.

#### RESIDENTS' FORUM

Ant problems and leaking carport lockers (and sticking doors) were mentioned and involved residents were asked to contact the MOD Workorder Desk to have the problems taken care of. The fact that the Club Room TV is not working was explained by Maureen Lawson in that Comcast stopped charging us for the TV because all residents' bills were switched to their coupons and this TV did not fall within that accounting. Ping agreed to call Comcast to have the \$10 monthly billing for the working TV continued since several residents use it. Resident Cheryl Musgrave asked to place the pool table covering sheet over the club room windows when she is showing a movie on the TV.

#### ADJOURNMENT

There being no further old or new business, the meeting adjourned at 11:45 a.m..

NEXT MEETING: ANNUAL MEETING AND SEATING OF NEW BOARD MEMBER ON MONDAY, JUNE 12, 2017, 10:00 A.M. CLUB 22

Respectfully submitted,  
Maureen Lawson  
Mutual 22 Secretary-Treasurer

