

WALNUT CREEK MUTUAL NO. FIFTY-NINE

REGULAR MEETING MINUTES OF THE BOARD
MONDAY, JANUARY 8, 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 10:03 a.m.

Roll Call

Directors Present: Jodi Rice, President
Bunk Sicotte, Vice President
Linda Fletcher, Secretary
Victor Vigil, Treasurer
*Dave Peters, Director – arrived at 1:42PM

Also Present: Paul Donner, Director of Operations; Rick West, Building Maintenance Manager; and Kelly Mattison, Board Services Coordinator.

Appointment to the Board

- a. **Appointment of I.P. Bunk Sicotte to the Board of Directors and as Vice President to fill the vacancy of Jon Rantzman:** A motion was made to appoint I.P. Bunk Sicotte to the Board of Directors to fill the vacancy of Jon Rantzman. The term expires in 2020. It was also moved that I.P. Bunk Sicotte be appointed as Vice President for the remaining of the year.

Moved, Seconded, Carried 3-0

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

Approval of Meeting Minutes:

- a. Regular Meeting held on November 05, 2018
- b. Organizational Meeting held on November 05, 2018
- c. Executive Session Meeting held on December 7, 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. Topics discussed in Resident's Forum included a concern on missed trash and recycling pickups, a thank you for electric blowers, and a thank you for a new ramp.

President's Report:

President Rice reported on the following items:

- Latest GRF meeting topics which included Insurance, Designated Occupants/Co-Occupants, Nixle Updates, and Wildlands Management

WALNUT CREEK MUTUAL NO. FIFTY-NINE

- Mutual 59 Volunteers needed for Entry Coordinators at 5954 and 5951, a Maintenance Committee volunteer to help conduct semiannual building walks, a volunteer to go over the Helsing Reserve Study, and a Landscape Committee volunteer who understands drainage and runoff.
- Housekeeping items and reminders on who to call during the day: Work Order Desk and after hours: Securitas, not the Board

Financial Report: Paul Donner

The November 30, 2018 Financial Report was presented by Director of Mutual Operations Paul Donner as follows:

- a) Operating Balance \$174,393
- b) Reserves Balance \$201,178
- c) Total Fund Balance \$375,571

Actual vs Budget: The Mutual is better by about 64,000.

Building Maintenance Report: Rick West

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

ACTION ITEMS: Proposal Review and Approval

1. Toilet Dye Tab Testing - Contractor: MOD - Time and Material project. NTE \$9,000.00. (Need Board to vote to proceed).
The Board tabled this item until the March meeting.

INFORMATION ITEMS: Work in Progress or Completed

1. Dryer Vent Cleaning - Contractor: Welcome Service - Cost \$75 per unit X 54 Units = \$4,050.00 (Scheduled to Complete 5910, 5913, 5920 in 2018). (Work in Progress).
2. Loose Atrium tile - 5913 HC / 5920 HC - Contractor: Five Star - (work scheduled).
3. New Signage - (Installation Completed).
4. 5920 HC New Mail Box. (Installation Completed).
5. New Breezeway Deck Coating for Buildings: 5951, 5954, 5961 - Contractor: A One Construction (Scheduled for Spring 2019).
6. Walk Through List - Completed item update report.

Report of Committees:

a. Landscape Committee: Linda Fletcher gave the following report:

Mutual 59 President Jodi Rice and Landscape Representative Linda Fletcher met at 5920 Horseman's Canyon with Mutual 61 President Dick Bertrand, Chris Bertrand, Landscape Rep Rebecca Kunzman, and Brightview's Curtis Kaul. Two issues were addressed.

- 1) Flooding and washout took place behind 5920 Horseman's Canyon after landscaping was changed by a Mutual 61 resident on the hill above 5920. Dick Bertrand assured us that landscaping and drainage have been corrected at the house above 5920 so that no future water funneling will occur. Both Mutuals agreed to monitor the site for any signs of excessive run-off.

WALNUT CREEK MUTUAL NO. FIFTY-NINE

2) Mutual 59 residents of 5920 are concerned about the unsightly Mutual 61 house foundation they see from their windows, walkways and courtyards, since Mutual 61 removed the rosemary from the hill adjoining M59. Since neither mutual has a map of the boundary between M59 and M61, we agreed on cooperation in landscaping between the Mutuels. M59 agreed to be responsible for installing plants outside 5920 to improve the view for residents. M61 agreed to be responsible for the pear trees below the M61 houses.

32 daffodils are now showing behind the new retaining wall.

- b. **Swimming Pool Committee:** Marge Sicotte reported on the idea of the hot tub being open year around. Marge and the Board discussed the cost associated with this and how it is not cost worthy for all members. It was not recommended by the committee. Marge also recommended that the chairs do not get replaced at this time. Some of them are discolored but they are not recommended for replacement at this time. The pool will be opening in May.
- c. **Alterations Committee:** Vic Vigil reported that for the time period 11/01/18 to 12/31/18 there are currently 5 application in progress for 5951 AW #4B, 5913 HC #2B, 5910 HC #1C, 5910 HC #2C, and 5920 HC #6B. There have been 4 completed alterations within this time period for 5910 HC #1C, 5954 AW #3C, 5961 AW #1C, and 5913 HC #2A.
- d. **Building Maintenance Committee:** It was announced that the committee is waiting on bids for repair of the garage barrier at 5961 AW.

Old Business

- a. **Discuss Hallway and Courtyard Lights:** A survey was conducted with a light meter. The Board discussed savings on cost for the lights being on all day vs. shut down 8 hours per day. The cost is \$3.09/day if on 24 hrs. and \$0.07/day if off for 8 hours per day.
- b. **Discuss Increase in Water Usage:** This item was tabled because the water meters were not read by EBMUD on the last billing cycle.

New Business

- a. **Discuss Amending Welcome Contract to Include More Cleanings of Light Fixtures:** M59 President Jodi Rice, Director Vic Victor, Director Linda Fletcher, Director Dave Peters, M59 past president Mary Jane Hargrove, met with Eric Bucklew and Diane Bucklew from WBM Service on January 3, 2019.

The Board addressed all aspects of the cleaning service contracted, clarifying the needs of the mutual, and requested a calendar for each building, which will be posted monthly for residents' information. Eric and Diane proposed a list format calendar, showing tasks for specific days of each month that will be initialed by the custodian as he completes them. Specific work highlighted by the board: Light fixture removal and cleaning only 5 times per year in March, May, July, September and November (not weekly as listed in the Scope of Work), increased attention to spot cleaning on breezeways, cobweb removal from walls and ceilings, regular sweeping of front and rear stairwells, cleaning of small garbage enclosure on each floor, cleaning of windows between elevator rooms and breezeways

WALNUT CREEK MUTUAL NO. FIFTY-NINE

ONE-TIME cleaning requested by the board, not in the current 2018-20 contract:

**Garbage chute cleaning

**Stairwell steps pressure wash

**Cleaning of short walls in atrium of each building

Proposals: Eric will send proposals for 1-time chute cleaning, stair pressure wash, and atrium wall cleaning to Jodi, for discussion and voting at a board meeting.

- b. Work Order Approval for Leak in 5954 AW #5C:** The Board reviewed and approved work order #516930 in the amount of \$6,840.00 for repairs needed in three manors due to a leak from a shower valve in a bathroom. Responsible unit will be billed back for the repairs that were covered by the mutual.

Moved, Seconded, Carried 5-0

Announcements

There will be a Special Maintenance Meeting held on Tuesday February 12, 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, March 12, 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. and the Board Moved into Executive Session.

Executive Session Summary

The Board discussed a discipline matter in executive sessions.

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