

# WALNUT CREEK MUTUAL NO. FIFTY-NINE

REGULAR MEETING MINUTES OF THE BOARD  
TUESDAY, JANUARY 9, 2018 AT 1:30PM  
GATEWAY BOARD ROOM  
1001 GOLDEN RAIN ROAD, WALNUT CREEK, CA 94595

## **Call to Order**

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

## **Roll Call**

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

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

## **Approval of Meeting Minutes**

President Hargrove asked for any corrections and/or additions to the following sets minutes:

Annual Meeting ..... November 6, 2017  
Organizational Meeting ..... November 6, 2017  
Regular Board Meeting ..... November 6, 2017

There being no corrections, the minutes were approved as submitted.

**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 Hargrove gave the following report:

Since our November meeting, the Board has accomplished the following:

- The Pool Use Agreement was signed and the Mutual collected \$2,000 in retroactive fees.
- The AT&T contract was signed for our emergency telephone services which should reduce our annual costs by \$20,000. This reduction has been reflected in our 2018 budget.
- New rates from PG&E were finalized and put into effect; but we don't yet know what our annual savings will be.
- The Mutual 59 page on the Rossmoor website is now current with posting of minutes, agendas, and the 2018 calendar. It will be updated with the 2018 committee chairs

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after this meeting.

- The letter requesting email addresses for correspondence from the Board was mailed to all residents. The Board will use email blasts to let residents know about meetings and maintenance issues & schedules as soon as that information is available.

### **Pool Committee:**

Dave Peters has volunteered to be our 3<sup>rd</sup> Pool Committee member as required by the Pool Use Agreement. A motion was made to appoint Dave Peters to the Pool Committee.

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

### **Emergency Preparedness Committee:**

At the October President's Forum, Dennis Bell stated that, in the event of a major catastrophe, Rossmoor is on the YOYO plan, "you're on your own;" and to be prepared to be on your own for 5 to 7 days. The EPO recommends that each entry have coordinators to let the EPO know who needs extra assistance.

It is each building's responsibility to come up with its coordinators to work with the Rossmoor EPO. The EPO has no information on coordinators for Autumnwood Drive, and the information for Horseman's Canyon may be old. Dave Peters has agreed to chair the Mutual's EPC in order to coordinate our coordinators. A motion was made to appoint Dave Peters as the Emergency Preparedness Committee Chair.

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

### **Social Committee:**

A social committee consisting of (at least) one member from each entry has been formed to plan a Mutual 59 social event in 2018. The Members are:

- 5910 HC – Mary Jan Hargrove
- 5913 HC – Dottie Getzenberg & Bob Tunnell
- 5920 HC – Marge Sicotte
- 5951 AW – Jane Durie
- 5954 AW – Jean Foskett
- 5961 AW – Donna Walls

A motion was made to approve the above members to the social Committee.

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

### **Finance Committee Report**

A report was not presented.

### **Landscape Committee Report**

Director Fletcher reported now that it is January we can do the remaining trees at 5954. Rebecca has issued her calendar for when her crews come in so we should be able to do some more nice plantings like they did in November.

### **Swimming Pool Committee Report**

A report was not presented.

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## **Alterations Committee Report**

A report was not presented.

## **Building Maintenance Committee Report**

A report was not presented.

## **Financial Report: Paul Donner**

The November 30, 2017 Financial Report was presented as follows:

- a) Operating Balance      \$129,317
- b) Reserves Balance      \$170,027
- c) Total Fund Balance    \$299,344

## **Landscape Report: Rebecca Pollon**

**ENTRY MAINTENANCE:** Entry maintenance crews are transitioning to winter pruning tasks including hard pruning of shrubs for vigor and size control.

**LANDSCAPE REHAB:** The MOD crews are scheduled to return to Pinnacle Ridge in May of 2018. A work plan will be developed 4-6 weeks beforehand in order to capture all requests.

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)

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

Work in Progress:

1. Estimate to replace 8 ft. garage light fixtures or bulbs only with LED.
2. 5961 AW - Installation of sheet metal at key roof locations for woodpeckers - Contractor; MOD
3. Installation of 540 Ten year smoke detectors - Contractor; Sang Electric - estimate \$26,500.00.

A motion was made to approve Sang Electric for the purchase and installation of the ten year smoke detectors in the amount of \$26,500.00.

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

Completed:

1. Underground downspout drainage clearing at 5920 HC Contractor; Five Star. (Completed).
2. Clearing of clogged downspouts - Contractor; MOD. (Completed).
3. 5961 AW - New Door Signage on order ETA 11-10-17. - Contractor; MOD. (Completed).
4. Installation of Drip pans in garages over vehicles - Contractor Jim Hogue (Not

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Completed).

5. 5920 Stairwell Door Replacement - Contractor Ahumada Construction (Completed).
6. Dryer vent cleaning & smoke detector battery replacement - Contractor Welcome Services. (Completed).

### **Old Business**

#### **Update on LED lighting at 5913 Horseman's Canyon**

Director Vigil reported that the cost has dropped due to less kilowatt hours. A discussion was had about the number of hours to run garage lighting.

### **New Business**

#### **Decision to record Lien: Act# 059059083**

A motion was made to approve the recording of a lien on act# 059059083.

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

### **Announcements**

There will be a Special Maintenance Meeting held on February 14, 2018 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 13, 2018 at 1:30 p.m. in the Board Room at Gateway.

### **Adjournment**

President Hargrove adjourned the meeting at 2:24 p.m. and the Board moved into Executive Session.

### **Executive Session Summary**

The Board of Directors met in Executive Session to discuss third party contracts and delinquencies.

### **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.



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**Secretary**