

WALNUT CREEK MUTUAL NO. FIFTY-NINE

REGULAR MEETING MINUTES OF THE BOARD
MONDAY, NOVEMBER 5, 2018 DIRECTLY FOLLOWING ORGANIZATIONAL MTG.
VISTA ROOM, HILLSIDE CLUBHOUSE
3400 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
Linda Fletcher, Secretary
Victor Vigil, Treasurer

Directors Absent: Jon Rantzman, Vice President
Dave Peters, Director

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

Approval of Meeting Minutes:

- a. Regular Meeting held on September 11, 2018
- b. Special Budget Review Meeting held on September 12, 2018
- c. Special Budget/Maintenance Meeting held on October 18, 2018

The aforementioned meeting minutes were approved as presented.

Moved, Seconded, Carried 3-0

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.

Report of Committees:

- a. **Finance Committee:** No report was presented.
- b. **Landscape Committee:** Linda Fletcher reported that MOD crews spent two weeks doing rehabilitation with a new wall on Terra Granada to keep the sidewalk clear of debris and replaced many old plants and the last of the dying trees. 5954, 5913, 5961, and 5951 had trees replaced. Next year the focus will be on soil quality to amend the soil with mulch as much as possible. Tree pruning is going to take place and the committee is on the look out for declining trees. The committee is pleased with Brightview as they have been responsive and completed their assigned tasks as requested.
- c. **Swimming Pool Committee:** A "thank you" was given to Marge Sicotte for resolving

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the problem with the floats.

- d. **Alterations Committee:** Vic Vigil reported that for the time period 9/1/18 to 10/31/18 there are currently 3 application in progress for 5954 AW #3C, 5913 HC #5B, and 5910 HC #5A. There has been 1 completed alterations within this time period for 5913 HC #3B.
- e. **Building Maintenance Committee:** It was announced that items like ladders and dollies that are being are currently placed above the storage area have to be removed per the Fire Department.

Financial Report: Paul Donner

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

- a) Operating Balance \$145,376
- b) Reserves Balance \$176,326
- c) Total Fund Balance \$321,702

Landscape Report: Rebecca Pollon

Landscape Manager Rebecca Pollon gave the following landscape report:

ENTRY MAINTENANCE: Entry maintenance crews are busy cleaning fall leaf drop and will transition to winter tasks in January.

MOD WORK DAYS: MOD crews performed several rehab projects in late October. The list of work completed is attached; the final cost has not been submitted yet.

TREE MAINTENANCE: A dead Blue Oak was removed from behind 5920 Horseman's Canyon recently and Linda, Waraner and I will walk tomorrow to determine fall tree work. Remaining tree funds approximately \$3,500.

Building Maintenance Report: Rick West

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

INFORMATION ITEMS: Work in Progress or Completed

1. 5913 Courtyard Atrium concrete damage - Fleece Construction (SCHEDULED).
2. Dryer Vent Cleaning - Contractor: Welcome Service - Cost \$75 per unit X 54 Units = \$4,050.00 (Scheduled to Complete 5910, 5913, 5920 in 2018).
3. Loose Atrium tile - (waiting for estimate).
4. Courtyard atrium area Drain clearing. Contractor: Roto Rooter - (Work was completed in September).
5. New Signage - 18 no storage signs (Installation Completed).
6. Garage Trash Room Door Damage - Diamond plated metal sheets (Work Completed).
7. Mail gang box on order - scheduled Delivery first of November. (Scheduled installation).
8. Combo pad locks installed on all timer boxes. (work Completed).
9. Scheduled for 2019 - New Breezeway Deck Coating for Buildings: 5951, 5954, 5961.

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New Business

- a. **Review of 2019 Meeting Calendar:** The Board reviewed the 2019 meeting calendar and requested that Kelly Mattison, Board Service Coordinator have it posted to the Rossmoor Website.

Announcements

The next Regular Board Meeting will be held on Tuesday, January 8, 2019 in the Gateway Board Room.

Adjournment

President Rice adjourned the meeting at 10:40 a.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.

A handwritten signature in blue ink that reads "Kelly Mattison". The signature is written in a cursive style with a long horizontal stroke at the end.

Assistant Secretary Mutual No. Fifty-Nine