

# WALNUT CREEK MUTUAL NO. FIFTY-NINE

REGULAR MEETING MINUTES OF THE BOARD  
MONDAY, NOVEMBER 6, 2017 AT 10:15AM  
VISTA ROOM, HILLSIDE CLUBHOUSE  
3400 GOLDEN RAIN ROAD, WALNUT CREEK, CA 94595

## **Call to Order**

President Hargrove called the meeting to order at 10:15 a.m.

## **Roll Call**

**Directors Present:** Mary Jane Hargrove, President  
Linda Fletcher, Secretary  
Vic Vigil, Treasurer  
Dave Peters, Director

**Directors Absent:** Jon Rantzman, Vice President

**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 minutes:

Executive Session Board Meeting .....August 11, 2017  
Regular Board Meeting .....September 12, 2017  
Executive Session Board Meeting .....September 12, 2017  
Budget Board Meeting .....October 30, 2017

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

**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.

## **Report of Committees**

- a. Finance Committee: The committee reported that they continue to review the monthly statements and have recommended the approval of 2018 budget draft.
- b. Landscape Committee: The committee reported on the removal of 6 Poplar trees. 3 are to be removed this year and 3 more after the January 1<sup>st</sup>. 5961 will also have one removed next year before March. The tree removal permits are good for six months.
- c. Swimming Pool Committee: The committee reported that the spa looks great, it is very clean. The committee would like to see the pool open from Mid-May through Mid-

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October instead of the end of October.

- d. Alterations Committee: The committee reported one completed alteration in September at 5954 Autumnwood Dr. #2A and one completed alteration in October at 5913 Horseman's Canyon Dr. #4A. One alteration from October was reported as still in progress at 5910 Horseman's Canyon Dr. #1C.
- e. Building Maintenance Committee: No report was presented.

### **Financial Report: Paul Donner**

Paul Donner, Director of Mutual Operations gave a presentation to the members in attendance that explained the reasons for the 6.9% or \$56 increase to the monthly coupon that will take effect January 1, 2018. Owners had the opportunity to comment and ask questions on the 2018 budget.

### **Landscape Report: Rebecca Pollon**

Entry Maintenance: Entry maintenance crews are turning their attention to leaf cleanup and clearing sidewalks of leaves on each visit, clearing sidewalks twice per week on Tuesdays and Fridays.

Tree Maintenance and Removal: We have received permission from the City of Walnut creek to remove the dying Poplar trees behind 5954 and 5961. A bid was obtained to remove these trees, and a separate bid has been received for annual maintenance and building clearance. A motion was made to approve Waraner to perform tree maintenance and tree removals in the amount of \$6,505 where half the work is to be completed in 2017 and the other half in 2018. An additional \$4,630 is to be used right away in 2017.

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

Landscape Rehab: The MOD crews are currently working in M59 and are scheduled to be there through the end of this week.

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

Work in Progress:

1. 5920 HC 3A - Installation of new kitchen vinyl flooring - Contractor AMAC (Scheduled).
2. All building light timers are being re-adjusted for the time change. (Scheduled to be completed by November 7th).
3. 5961 AW - New Door Signage on order ETA 11-10-17. (Contractor MOD).
4. Installation of Drip pans in garages over vehicles - Contractor Jim Hogue (In Progress).
5. 5920 Stairwell Door Replacement - Contractor Ahumada Construction (Scheduled).
6. Dryer vent cleaning & smoke detector battery replacement - Contractor Welcome Services (In progress).

Completed:

1. Pool Equipment Replacement - Railing grip covers, pool net, umbrella stand. Contractor Algae Busters (Completed).
2. Storage door re-keying. Contractor Bomacks (Completed).

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3. Gutter Cleaning - Contractor PGS (Completed).

### **Old Business**

- a. Update on LED lighting at 5913 Horseman's Canyon: Director Vigil reported that the Mutual will know what the savings have been next month when the bill comes in.
- b. Pool Use Agreement with M61: The Board reviewed the updated draft of the pool use agreement with Mutual No. Sixty-One. A motion was made to approve the edits and the contract as presented. The next renewal date will be July 21, 2019.

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

### **New Business**

- a. Pro Solutions Full Service 2017 Contract: The Board reviewed the Pro Solutions contract for collections. A motion was made to approve and sign the contract.  
**Moved, Seconded, Carried 4-0**
- b. AT&T Agreement: The Board reviewed a new AT&T agreement that would save the Mutual a significant amount on phone lines compared to their current contract. A motion was made to approve and sign the 2 year agreement with the addition of the pool phone to the contract.  
**Moved, Seconded, Carried 4-0**
- c. Utility & LED Lights: Director Vigil gave a report on the kilowatt usage cost per hour for all common area lighting, noted the tiers, and peak day pricing program. The peak day pricing is not recommended by Director Vigil. Bills were discovered that are under a residential rate and Director Vigil is switching the rate to a commercial rate that will save Mutual money. The gas costs were also investigated and will be switched to a commercial rate as well. Director Vigil also reported on the expected savings from converting the lighting to LED.

### **Announcements**

The next meeting will be held on Tuesday, January 9, 2018 in the Gateway Board room 1:30 p.m.

### **Adjournment**

There being no further business, President Hargrove adjourned the meeting at 11:10 a.m.

### **Secretary's Certificate**

I hereby certify that the foregoing is a true and correct copy of the approved minutes of the Board of Director's meeting.



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**Secretary**