

**WALNUT CREEK MUTUAL NO. FIFTY-NINE**

REGULAR MEETING MINUTES OF THE BOARD  
TUESDAY, JULY 11, 2017 AT 1:30 P.M.  
GATEWAY BOARD ROOM  
1001 GOLDEN RAIN ROAD, WALNUT CREEK, CA 94595

**Call to Order**

President Anderson called the meeting to order at 1:30 p.m.

**Roll Call**

**Directors Present:** Phil Anderson, President  
Jon Rantzman, Vice President  
Linda Fletcher, Secretary  
Chuck Walls, Treasurer  
Dave Peters, Director

**Also Present:** Paul Donner, Director of Operations; Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager; Will Kim, Board Services Coordinators.

**Approval of Meeting Minutes**

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

Regular Board Meeting .....May 9, 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. The following topics were discussed: door painting, dirty tiles, bark, stucco repairs, dryer vent cleaning, previous painting projects, deck wall repairs, dog and bird feces, elevator outage, pool cleaning, breezeway lighting, and custodial services.

**President's Report: Phil Anderson**

President Anderson announced plans to resign as a director on or before September 12<sup>th</sup> and requested a replacement director from the membership. Mutual members are asked to contact the Mutuals' Board Office if they would like to serve on the board.

Kelly Mattison will take over as the Board Services Coordinator on July 12<sup>th</sup>.

**Financial Report: Paul Donner**

The June 2017 Financial Report was presented as follows:

- a) Operating           \$ 149,414.
- b) Reserves           \$ 163,632.

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

Entry Maintenance: Entry maintenance crews are on summer schedules pruning shrubs for size control and cleaning entries.

Tree Maintenance and Removal: No pending tree removals.

Landscape Rehab: June MOD days are complete and the crews installed compost and mulch in some of the entries. The next MOD days are in late October/early November and work to be done will be identified in early October.

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

The board reviewed and discussed a window cleaning contract for all 6-buildings in the Mutual. A motion was made to approve the contract with Welcome Services to clean windows on all 6-buildings for \$7,850.

Moved, Seconded, Carried 5-0

The board reviewed and discussed a gutter and downspout cleaning proposal. A motion was made to approve the proposal from Professional Gutter Services for gutter and downspout cleaning services for \$4,675.

Moved, Seconded, Carried 5-0

Work in Progress:

- Spa refurbishment by Burkett's for \$10,850.00 is scheduled to be completed on July 15<sup>th</sup>
- Kone has ordered a new custom button panel for the elevator at 5961 AW and is scheduled for installation on July 10<sup>th</sup> with a total cost at \$18,036.00
- Drain line under kitchen floor repairs at 5920 HC 3A is awaiting an engineer report for the city permit
- Duralast roofing project is scheduled to start in July by All Seasons Roofing for \$31,182

Follow up:

- Mirt Painting is in the process of painting unit entry doors. Notices went up on May 8th. They will also be scheduling Saturdays appointments to make it easier for residents to leave their doors open for drying time.

Completed:

- Asphalt seal coat by SVP
- New pool umbrellas

### **Water Usage Committee: Vic Vigil**

A report was not presented to the membership.

### **Alterations Committee: Vic Vigil**

A report was not presented to the membership.

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### **Building Maintenance Committee: Vic Vigil**

A report was not presented to the membership.

### **Pool Committee: Martha Sonnenberg**

The Pool Committee is continuing pool usage contract negotiations with Walnut Creek Mutual No. Sixty-One.

### **Finance Committee: Mary Jane Hargrove**

A report was not presented to the membership.

### **Landscape Committee: Linda Fletcher**

The June MOD days are complete and the crews installed compost and mulch in some of the entries. A Terra Landscaping representative met with committee members and proceeded with a walkthrough. They have agreed to blow leaves out of the walkways, parking and mailbox areas, but not banks.

### **Water Usage Committees: Vic Vigil**

A report was not presented to the membership.

### **Monthly Meetings**

The board will continue to discuss the need to schedule monthly board meetings. The membership will be informed of any changes to the board meetings calendar.

### **Parking Garage Ceilings**

The board reviewed and discussed efforts made to address the water leak in the parking ceiling garage.

### **Phone Refund**

The board will schedule an appointment with AT&T and Chief Financial Officer Chakoff to discuss the specifics of the phone refund agreement.

### **Lighting**

In order to have lights around the Mutual on at appropriate times, the board discussed the possible need to install technological alternatives such as photocells.

### **Announcements**

The next meeting will be held on Tuesday, September 12, 2017 in the Gateway Board Room at 1:30 p.m.

### **Adjournment**

President Anderson adjourned the meeting at 3:45 p.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**

An Executive Session was held following the open session at 3:09 p.m. Topics included the following:

1. Pool Agreement
2. Leasing
3. Delinquencies
4. Amending CC&Rs

With no further business to discuss, the board adjourned the Executive Session at 4:02 p.m.