

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

REGULAR MEETING MINUTES OF THE BOARD  
TUESDAY, SEPTEMBER 12, 2017 AT 1:30PM  
GATEWAY BOARD ROOM  
1001 GOLDEN RAIN ROAD, WALNUT CREEK, CA 94595

**Call to Order**

Vice President Rantzman 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  
Chuck Walls, 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**

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

Regular Board Meeting ..... July 11, 2017

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

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

**Appointment to Vacant Director Seat**

A motion was made to appoint Mary Jane Hargrove to the vacant Director seat previously held by Phil Anderson that has a term ending in 2018.

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

A motion was made to assign the officer position of Board President to Mary Jane Hargrove until the next election in November 2017.

**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:**

No report was presented.

**Financial Report: Paul Donner**

The August 31, 2017 Financial Report was presented as follows:

a) Operating Balance      \$ 151,485

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- b) Reserves Balance      \$ 142,355
- c) Total Fund Balance    \$ 293,840

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

Entry Maintenance: Entry maintenance crews are on summer schedules pruning shrubs for size control and cleaning entries. As Fall approaches more attention will be given to leaf cleanup.

Tree Maintenance and Removal: No pending tree removals, though we will be applying to remove the declining Poplar trees behind 5964.

Landscape Rehab: The MOD crews will be returning in late October. The landscape rep and landscape manager will walk a few weeks beforehand to identify projects to undertake within the current budget.

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

Action Items:

- Pool equipment and storage door re-keying.

A motion was made to approve MOD for changing all the storage room locks on the 5 buildings with common storage room keys at a cost not to exceed \$700. New keys are to be distributed to residents and MOD is directed to keep the prior existing key for the lockboxes.

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

- Welcome estimate for dryer vent cleaning and smoke detector battery replacement in the amount of \$9,720.

Work in Progress:

- 5920 HC 3A – Drain line under kitchen floor. AMAC and Davis Plumbing are working on a new approach to abandon the old drain line and install a new one. Maintenance is working with the Sanitation Dept. and the City.

Completed:

- Window Cleaning Contract for all 6 buildings by Welcome Services at a cost of \$7,850.
- Mirt Painting – Unit Entry Doors. Painters have completed all the doors that residents made appointments to have painted.
- Welcome Services has completed the pressure washing of all the breezeways.
- Spa refurbishment – Burkett's – reopened on 9/7/17 after the Health Department did their inspection.
- 5961 AW – Otis elevator installed a new custom button panel at a cost of \$18,036.
- Duralast Roofing Project completed at #5913 & #5954 by All seasons Roofing in the amount of \$31,182.

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

Secretary Fletcher announced she is meeting with Rebecca and walking through on the 5<sup>th</sup> of October. After that they will walk through with Waraner to discuss pruning and building clearance. The courtyard maples have grown again since the spring; they will be pruned later

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when they are dormant. The MOD crew is scheduled to return in late in October for planting and mulch.

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

Committee Chairman Vic Vigil announced that there are two alterations currently being processed at 5954 Autumnwood #2A and 5913 Horsemans Canyon #4A. Vic also announced that there have been 6 completed alterations since 5/1/17.

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

Committee Chairman Vic Vigil referred to the previous report provided by Rick West and noted above.

### **Pool Committee: Marge Sicotte/Lois Ballock**

The committee was asked to do a tally of who uses the pool. The committee reported their findings: in 2017, 133 from Mutual 59, 54 from Mutual 61 and 111 guests. The committee confirmed the closing date as the last weekend in October.

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

Committee Chairman Mary Jane Hargrove announced they are under budget year to date and the utilities always run more expensive the second half of the year, especially with heating the pool. They had their first budget meeting for 2018 and have not finalized all the numbers yet.

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

No report was presented. Vic announced that this is no longer being tracked and wanted the Board to know he could begin tracking again at any time if necessary. They expressed they would like it tracked again.

### **CPA Engagement Letter for 2018**

A motion was made to approve BHLF LLP for preparing the 2017 audit NTE \$3,000, the beginning balances NTE \$500, and the tax preparation NTE \$525.

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

### **Water Consumption Information Sharing**

A request was made to the Board to obtain the Mutual's water consumption information from a member of Rossmoor Sustainable. A motion was made to deny the request for information.

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

### **Garage Lighting**

The Board discussed an LED conversion for the exterior light fixtures and the timing on the garage fixtures to try to come to a unilateral decision on how to move forward as the resident's in different buildings have different requests. The matter is to be revisited after a sampling of the LED lights.

A motion was made to do a trial of the LED lighting at the garage of 5920 Horsemans Canyon with the lights being purchased by Vic Vigil and installed by MOD.

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

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### **Closing Date for Swimming Pool**

The Board discussed that the closing date for the pool should be the last weekend in October.

### **Dryer Vent Cleaning & Batteries for Smoke Detectors**

A motion was made to approve Welcome Building Maintenance to do all building's dryer vent cleaning and battery replacements in an amount not to exceed \$10,000.

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

### **Pool Equipment**

The Board recognized the need for one new net, 7 light bulbs, and 2 signs. Building Maintenance Manager Rick West reported that the pool vendor Algea Busters will take care of the net and some needed railing covers.

### **AT&T Agreement**

The Board discussed that AT&T wants to meet with a Mutual representative to go over the possibility of installing fiber optic lines and discuss a contract. A meeting will be set to go over what they will do and answer any questions the Mutual has.

### **Announcements**

The next meeting will be held on Monday, November 6, 2017 in the Vista Room at Hillside @ 9:30AM. This meeting will be the 26<sup>th</sup> Annual Meeting, followed by the Organizational Meeting and Regular Meeting.

### **Adjournment**

Vice President Rantzman adjourned the meeting at 3:00PM and the Board moved into Executive Session.

### **Executive Session Summary**

The Board of Directors met in Executive Session to discuss member discipline and contracts.

### **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**