

## MINUTES

FIRST WALNUT CREEK MUTUAL  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
FRIDAY, APRIL 27, 2018 AT 11:00 A.M.  
DONNER ROOM – EVENT CENTER

PRESIDENT Ken Anderson called to order the regular meeting of the Board of Directors of First Walnut Creek Mutual on Friday, April 27, 2018 at 11:00 a.m. in the Donner Room, Event Center, Walnut Creek, California.

PRESENT: Ken Anderson, President, District 4  
Gerald Priebat, First Vice President, District 2  
Shanti Haydon, Second Vice President, District 5  
Sally Nordwall, Treasurer, District 1  
John Moe, Secretary, District 3

EXCUSED: None

Staff was represented by Rick Chakoff, Chief Financial Officer; Rebecca Pollon, Landscape Manager and Anne Paone, Administrative Secretary.

Mr. Anderson welcomed the 18 residents in attendance.

### APPROVAL OF THE CONSENT CALENDAR

The consent calendar consisted of:

Regular Meeting Minutes – March 23, 2018  
Executive Session Minutes – March 23, 2018

*Mr. Priebat moved to approve the consent calendar as presented. Ms. Haydon seconded and the motion carried without dissent.*

### PRESIDENT'S RESIGNATION

Mr. Anderson reported that it has been a privilege to serve on the Board of Directors for First Walnut Creek Mutual. He has been elected to serve on the GRF Board beginning on May 14<sup>th</sup> for District C. Much has been accomplished during his tenure. The policies were rewritten. There were significant strides in water conservation. Many of the water-cooled air conditioners were swapped out to save water. The coupon has been kept low.

Mr. Anderson stated that he has worked with wonderful and able Board members. He thanked Chris Folger and Jean Autry as committee chairs. He thanked Sally Nordwall for her work as the Treasurer. He is grateful to and very impressed with the MOD staff, especially Anne Paone who serves as the Assistant Secretary for the Mutual.

He then passed the gavel to the 1<sup>st</sup> Vice President, Jerry Priebat and took a seat with the attending members.

Mr. Priebat thanked Mr. Anderson for his service to the Mutual. He commented that serving is a full-time job.

The Bylaws allow the Board to appoint a member to the vacancy created by Mr. Anderson's resignation. The Board appointed Glenda Edwards to fill the term until the election later in the year. Ms. Edwards has an excellent background.

### RESIDENTS' FORUM

The Residents' Forum was held. Topics included a problem with a dog running off-leash, people parking from one entry in another, trucks coming in and out of entries with no signs on their trucks, concern over total remodels and the time it takes to complete, especially when being done by owners that won't live there.

Ms. Haydon reported that, according to the FWCM policies, members may park in any entry.

Mr. Priebat will check with Bill Parsons in the Alterations Department to see if limits can be set regarding the timeline for remodels.

### LANDSCAPE REPORT

Ms. Pollon presented the following report and proposals to the Board for approval:

#### MAINTENANCE ITEMS

**LAWN MAINTENANCE** Mowing is occurring weekly or every other week and turf is being irrigated once to twice per week depending on weather.

**WATER USE** Watering will speed up as temperatures increase and days become longer. Be on the lookout for signs of water leaks and irrigation breaks. If a break is suspected please report the location to the work order desk.

**ENTRY MAINTENANCE** Entry maintenance crews are beginning spring and summer schedules pruning shrubs for size control.

For all LANDSCAPE MAINTENANCE REQUESTS including pruning, irrigation and entry cleanup please contact the work order desk for immediate assistance.

#### **WORK ORDER DESK**

By phone: 988-7650

By email: [WORKORDER@ROSSMOOR.COM](mailto:WORKORDER@ROSSMOOR.COM)

#### TREE ITEMS

All tree approvals from March 2018 are complete

**REMOVAL APPLICATIONS** Applications for removal of 3 trees has been granted by the City of Walnut Creek and one denied as follows. No new applications have been submitted.

- 1573 Rockledge Dead Pine Approved Complete
- 2501 Golden Rain Dead Pine Approved Complete
- 2741 Golden Rain Stone Pine leaning heavily over bus stop  
Approved Complete

- 2016 Oakmont Fir tree lifting sidewalk creating a trip hazard Denied

PRUNING PROPOSALS

The Landscape Department would like permission to perform maintenance pruning as outlined in the below proposals. All fall within tree operating budget.

Total \$7,750

- Golden Rain 8 bldg clearance of 8 trees \$702
- Golden Rain 10 bldg clearance of 12 trees Liquidambar \$2,083
- Golden Rain 13 bldg clearance of 11 trees \$744
- Golden Rain 14 Dying Loquat removal \$340
- Golden Rain 14 emergency vehicle clearance of 6 trees \$1,500
- Golden Rain 15 bldg clearance of 5 trees \$850
- Golden Rain 16 bldg clearance of 6 trees \$1,021
- Golden Rain 18 and 23 remove broken Pine limbs \$510

LANDSCAPE REHAB ITEMS

PLANT REPLACEMENTS, ENTRY REHABS AND RESIDENT REQUESTS

The Landscape Department seeks approval for the following items to address small-medium size rehabs and resident requests. These all fall within reserves budget.

Total \$47,320

- 1209 Oakmont #1-#3 Turf renovation project \$2,317
- 1517 Oakmont #1-#4 Partial building renovation \$2,296
- 1133 Golden Rain Building renovation \$1,826
- 2064 Golden Rain Building renovation \$6,681
- 2057 Golden Rain Building renovation \$13,891
- 2116 Golden Rain Turf removal and renovation \$8,692
- 2709 Golden Rain Ivy removal and renovation \$11,617

COMPOST AND MULCH

- The compost and mulch project approved at last month's meeting will begin after all current plant replacements and resident requests are complete

TURF REHAB

Included under previous topic

CAPITAL IMPROVEMENT PROJECTS None

## IRRIGATION CONTROLLERS

Of FWCM's 66 controllers we suggest continuing the replacement program in phases starting with the 5 oldest. This falls within current irrigation reserves budget. \$10,450

*Ms. Nordwall moved to approve \$47,320, coming from the reserve account, for the plant replacements, entry rehabs and resident requests. Ms. Haydon seconded and the motion carried without dissent.*

*Ms. Nordwall moved to approve \$10,450, coming from the reserve account, for the replacement of five irrigation controllers. Mr. Priebat seconded and the motion carried without dissent.*

Mr. Chakoff reported that operating expenses do not need a motion to be approved.

Ms. Folger, chair of the landscape committee, asked the Board for the status of the Mission Statement. Mr. Priebat advised her that it is on the agenda and will be addressed later in the meeting.

Ms. Folger stated that the trees planted on Golden Rain Road by the Berm should not interfere with the members' views. Ms. Pollon stated that there is no cost to the member for the trees to be topped. They will be maintained to not block views at the Berm. Ms. Pollon reported that it is important to use their contractors to be sure the trees are being done properly.

The next Landscape Committee Meeting is on June 1, 2018 at 11:00 a.m. in the MPR #1.

## TREASURER'S REPORT

Ms. Nordwall reported that it is the end of the first quarter. She was pleased with the audit company, Bong Hillberg Lewis Fischesser, LLP. The audit was completed within acceptable audit standards and general accounting principles. The Mutual is doing well for the first quarter. The audit report is in the mail to the members. It includes policy changes that were approved earlier this year. It was more cost-effective to mail them with the audit packet.

Mr. Chakoff reported the operating fund has a surplus to budget of \$112,000. Building maintenance is over budget. Landscape is under budget. Utilities is under budget by \$110,000 due to the timing of the use of water. Insurance is over budget because there have been deductible events for a total of \$20,000 YTD. The amount of the insurance policy was more than anticipated.

## BUDGET & FINANCE

The next meeting is July 12<sup>th</sup> at 10:00 am in the MPR #1 at Gateway.

## MUTUAL OPERATIONS REPORT

Ms. Pollon read Mr. Hugh's report as follows:

CARPENTRY- We are currently working in entry 6 Rockledge Lane on buildings 1316 and 1332. We are also working on 1600 Oakmont Drive entry 14.

PAINTING-Painters are currently working on 1125 Golden Rain Road entry 4 and 1147

Oakmont Drive entry 3. Next in line will be 1315 Golden Rain Road and 1600 Oakmont Drive.

ASPHALT CONTRACT- In our memo to the Board dated April 17th we detailed the entries to be done and the price for the asphalt repair work. The entries are Oakmont Drive 1, Rockledge Lane 6 & 7 and Golden Rain Road 19-20 and 26. This work is going to be done in conjunction with all other Mutuals asphalt work and Trust work throughout the valley. This same contractor is doing all of the work since he came in with the lowest price and has done quality work for us in the past. That contractor is Silicone Valley paving and the price of their work in FWCM is \$198,345.00. This falls within our budgeted amount of \$200,000.00 for the year. At this time, we are requesting Board approval to contract with Silicone Valley Paving for \$198,345.00.

*Mr. Moe moved to approve the contract from Silicon Valley Paving in the amount of \$198,345.00 for asphalt repair work. Ms. Haydon seconded and the motion carried without dissent.*

### PRESIDENT'S REPORT

Mr. Priebat reported that he attended 2 Presidents' Forum meetings. The Board Presidents meet for an informal meeting for an hour and then GRF staff attend the second hour.

Two meetings ago, they discussed the Geological Hazard Abatement District. Anyone can be a part of this district. It is made up of experts on ground movement. It is funded through property taxes. There is no need right now for FWCM to be involved. The ground beneath the buildings is considered to be very stable.

Last month there was a discussion regarding TWCM's problems updating their CC&Rs. Co-ops don't have CC&Rs. They do have Bylaws. A vote of the membership is required to change the Bylaws. Co-ops also have an Occupancy Agreement and policies. No vote is required to change them. There was a discussion regarding solar panels on residential buildings. Mutuals cannot deny a request, but there are parameters that need to be followed. Mr. Priebat doesn't expect FWCM to take action at this time.

### ORIENTATION – Gerald Priebat

All are welcomed to attend the New Resident Orientation. The next meeting will be held on May 8<sup>th</sup> at 7:00 p.m. in the Donner Room.

### UNFINISHED BUSINESS

The Board has previously reviewed the Landscape Mission Statement and Charter.

*Mr. Moe moved to approve them as written. Ms. Haydon seconded and the motion carried without dissent.*

### NEW BUSINESS

E. Garden and Retaining Wall – Ms. Haydon explained that the wall was put in at the direction of Rich Perona, the previous Landscape Manager. It is aesthetically pleasing and

functional. Ms. Haydon would like this garden and retaining wall to remain. She would like the Board to review the policy and perhaps include the ability to have exceptions.

*Ms. Haydon moved to make an exception to the policy to keep the retaining wall and private garden and stipulate that the new owner has to take it over.*

Ms. Pollon reminded the Board that they may have to revisit every private garden in a resale. It can be very subjective as to what is pleasing and should remain.

*Ms. Haydon repeated the motion. Ms. Nordwall seconded and the motion carried 4-1 (Moe).*

- A. Back-in parking – Mr. Moe reported that the Board considered residents' comments. No action at this time.
- B. Trash and Recycling – Tabled
- C. Entry Coordinators – Tabled. Mr. Priebat will work with Mr. Moe.
- D. Appointment of Inspector of Elections:

*Ms. Haydon moved to appoint Anne Paone as Inspector of Elections. Mr. Moe seconded and the motion carried without dissent.*

With a unanimous vote, the Board re-organized the officers as follows: Gerald Priebat – President, Shanti Haydon – 1<sup>st</sup> Vice President, John Moe – 2<sup>nd</sup> Vice President, Sally Nordwall – Treasurer, and Glenda Edwards – Secretary.

## ANNOUNCEMENTS

The next regular Board meeting: Friday, May 25, 2018 at 11:00 a.m. in the Donner Room at the Event Center.

## ADJOURNMENT

Having no further business, the meeting adjourned at 12:20 p.m.

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/s/ Anne Paone, Assistant Secretary  
First Walnut Creek Mutual

\*\*\*The Board of Directors met in executive session on March 23, 2018 at 12:10 p.m. to discuss the following:

1. Member issue – Consider imposing fine for unregistered vehicle. Vehicle must be removed by April 1, 2018 or a fine will be imposed.

Having no further business, the executive session adjourned at 12:15 p.m.