

## MINUTES

FIRST WALNUT CREEK MUTUAL  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
FRIDAY, JULY 28, 2017 AT 11:00 A.M.  
DONNER ROOM – EVENT CENTER

VICE PRESIDENT Jerry Priebat called to order the regular meeting of the Board of Directors of First Walnut Creek Mutual on Friday, July 28, 2017 at 11:00 a.m. in the Donner Room, Event Center, Walnut Creek, California.

PRESENT: Gerald Priebat, First Vice President, District 2  
Shanti Haydon, Second Vice President, District 5  
Sally Nordwall, Treasurer, District 1  
Chris Folger, Secretary, District 3

EXCUSED: Ken Anderson, President, District 4

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

Mr. Priebat welcomed the 14 residents in attendance.

### APPROVAL OF THE MINUTES

The consent calendar consisted of:

Regular Meeting Minutes – June 23, 2017  
Executive Session Minutes – June 23, 2017

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

### RESIDENTS' FORUM

Sally Nordwall conducted the forum in Mr. Anderson's absence.

A resident asked about landscaping for entry 1. The grass is stressed out. Ms. Pollon reported the area will be reseeded in the winter. The bridge is rusting and the painting is peeling.

A resident stated that it would be nice to have soft linoleum or something other than carpet for the upstairs units. Mr. Hughs will look into this issue.

A resident reported that she sent emails, but they came back to her. She was reporting that maintenance contractors are parking in the red zone. Mr. Priebat stated that sometimes they need to unload materials. Parking is a problem at Rossmoor. Mr. Priebat will look at entry 14.

The same resident wanted the laundry rooms to be cleaned more often.

Mr. Priebat explained that the work order desk prefers phone calls rather than emails because they can gather more information and details that way. Email is good for issues that can be specifically identified such as a sprinkler head that is broken.

A resident asked if she could have copies of the pictures in the trash enclosures that display what should be placed in each bin. It would help her to separate the trash before she gets to the bins. She was advised that she can get a recycling bag to use. It has pictures and she can carry it to the bins to empty.

### LANDSCAPE REPORT

Ms. Pollon reported the following:

**LAWN MAINTENANCE:** Turf mowing is occurring weekly, edging is every other week. If residents see 'hot spots' in turf or other evidence of sprinkler malfunctions please email or call them in to the work order desk.

**ENTRY MAINTENANCE:** Entry maintenance crews are on summer schedule pruning for size control and keeping paths clear.

**TREE MAINTENANCE:** Permits to remove the following trees are pending

2 declining pines leaning towards buildings at the end of Oakmont Drive entry 15

1 declining Pine leaning over a carport in Oakmont entry 9

1 declining Pine leaning over the road near the intersection of Oakmont and Rockledge, across from Oakmont entry 7

**LANDSCAPE REHAB:** The wall and tree planting project along Golden Rain Rd is scheduled to start in late summer/early fall. Meanwhile the Landscape Representatives will begin looking at lawns and submitting the 10% in the worst conditions for replacement later this year.

### TREASURER'S REPORT

Ms. Nordwall reported that First Walnut Creek Mutual is in excellent financial condition. She explained the process that she uses to come to this conclusion. She looks at the operating fund to see if it is in the range of the allotted budget. If it is over, she looks to see if it is seasonal or if the item was paid up front, such as insurance. She also reviews the reserve account to see what is being spent or if the Mutual is over spending. Currently, the Mutual is favorable to budget.

There are only two accounts that need attention for outstanding assessments.

Ms. Nordwall reminded the members to have plans in effective for their manors and their estate.

Mr. Chakoff reported that the operating fund has a surplus to budget of \$199,000. The Mutual received \$41,000 from MOD. When MOD has is a surplus, refunds are given to the Mutuals on a door-to-door basis. Landscape is better than budget. Utilities are \$95,000 to the good. This is due to less water usage. It may change by year's end. The Mutual is saving \$2,100 monthly for insurance because it came in under the budgeted amount.

### BUDGET & FINANCE

Ms. Nordwall reported that the committee met on July 14<sup>th</sup>. The committee is watching EVC and golf cart usage of electricity. They reviewed proposals from the auditors. The

committee recommends accepting the proposal from Bong Hillberg Lewis Fischesser LLP.

*Ms. Nordwall moved to accept the proposal from Bong Hillberg Lewis Fischesser, LLP. Ms. Haydon seconded and the motion carried without dissent.*

Ms. Nordwall reported that there were 11 monthly sales for June at a median price of \$370,000. The YTD sales were 70 with a median price of \$332,500.

### MUTUAL OPERATIONS REPORT

Mr. Hughs gave the following report:

CARPENTRY REHAB-Carpenters are currently working on 2001 Pine knoll Drive, entry 2, 1516 Golden Rain Road entry 2 and 1935 Golden Rain Road entry 11.

PAINTING-Painters are finishing up on 1409 Oakmont Drive, entry 10 and will soon move onto 2001 Pine Knoll Drive.

A/C WATER CONVERSIONS-All Bay Heating and Air has completed 74 of the 116 conversions for the year which equates to 64%. They are currently working in entry 4 Oakmont Drive.

**ROOFING-In our memo to the Board dated 7-18-2017 we detailed the numbers for our two roofs to be done this year. At this time we are requesting Board approval to contract with State Roofing for \$78,920.00. This will come out of our 2017 roofing reserve budget.**

*Ms. Nordwall moved to accept the proposal from State Roofing in the amount of \$78,920.00 for 1388 and 1525 Rockledge Lane buildings. Ms. Haydon seconded and the motion carried without dissent.*

### PRESIDENT'S REPORT

Mr. Priebat attended the presidents' Forum in place of Mr. Anderson.

Mr. Donner discussed the need to expand staff that handles landscaping. Ms. Pollon would bring on more irrigation techs to help with system checks, etc. The site supervisor would have more time to follow up and follow through on issues. They could go back every day to check on projects and follow up on maintenance crews.

Mr. Priebat reported that Dennis Bell, the Public Safety Manager, handed out a sheet with the number of electric vehicles in each Mutual. FWCM has 9 residents and 5 guests with electric vehicles. FWCM needs to be sure the circuits are safe.

Parking was discussed.

Policies on leasing and on fines were also discussed.

Mr. Priebat stated that he would like the FWCM Board to look at their fine policy. He would like text added that would state, "After 10 days, if corrected, no fine will be imposed."

### ORIENTATION – Gerald Priebat

Mr. Priebat announced the next meeting will be held on September 12, 2017 at 10:00 a.m. in the Donner Room.

### UNFINISHED BUSINESS

None

### NEW BUSINESS

Without enough information for discussion, the Board decided to table the issue of giving permission to the alterations department to deny applications until their next Board meeting. The Board asked about the procedure to follow when the carport number doesn't match official records. Rick Chakoff will talk to Chris Preminger of Member Records and advise Mr. Priebat.

### ANNOUNCEMENTS

The next regular Board meeting: Friday, August 25, 2017 at 11:00 a.m. in the Donner Room at the Event Center.

### ADJOURNMENT

Having no further business, the meeting adjourned at 11:40 a.m.

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

\*\*\*The Board of Directors met in executive session on June 23, 2017 at 11:45 a.m. in the Donner Room at the Event Center, 1021 Stanley Dollar Dr., Walnut Creek, California to discuss the following:

1. Sale of Mutual-owned manor: The Board accepted the highest bid.
2. Carport inspections: The Board clarified the process that would lead to a hearing.

Having no further business, the executive session adjourned at 12:00 p.m.