

MINUTES
FOURTH WALNUT CREEK MUTUAL
MONDAY, JANUARY 15, 2018 AT 1:30 P.M.
BOARD ROOM – GATEWAY

President Schwartz called to order a regular meeting of the Board of Directors of Fourth Walnut Creek Mutual at 1:30 p.m. on Monday, January 15, 2018 in the Board Room at Gateway complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: PRESENT:	Sheldon Schwartz	President
	Judy Becker	Vice President
	Vicki Swisher	Director

ABSENT:	Judi Southcott	Treasurer
---------	----------------	-----------

Representing Mutual Operations were Paul Donner, Director of Mutual Operations; Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager and Anne Paone, Administrative Secretary.

Mr. Schwartz welcomed fifteen residents in attendance.

APPROVAL OF MINUTES

Ms. Becker moved to approve the minutes as follows: October 16, 2017 - Regular Board Meeting; October 25, and 26, 2017 - Special Board Meeting; October 16, and 27, 2017 - Executive Session Minutes. Ms. Swisher seconded and the motion carried without dissent.

RESIDENTS' FORUM

The residents' forum was held. A resident reported that she had a repair done in her unit 2 years ago. She said the President of the Board approved the repair. She asked for money to be returned to her. She is trying to resolve this matter. Mr. Schwartz said the Board will look into the matter.

A resident stated that entry 10, Skycrest, needs painting and dry rot repairs. They were started and not completed. He wanted to know the status.

A resident commented that he is having trouble with his cable. Comcast said it was the Mutual or the owner's issue. Mr. West reported that generally the wires to the building are Comcast wires and the Mutual is responsible for the wires in the wall to the outlets. Mr. Schwartz said the Board will contact Comcast and work with MOD.

A resident stated that she contacts MOD in the winter due to rain. Her ceiling always gets wet. She calls when the leaves pile up on the roof. Ms. Swisher made a note.

A resident reported that he still gets rusty water if he doesn't let the water run for a few minutes.

Mr. West reported that rusty water is sediment. It occurs due to low water pressure. It costs approximately \$15,000 per manor to do re-piping. This happens due to the aging of the pipes.

RESIGNATION

Mr. Schwartz announced that Jerome Neuman has resigned from the Board. The Board accepted his resignation.

Ms. Swisher moved to appoint Judy Becker to the 2020 term and to appoint Louis Gysler to the 2018 term. Ms. Becker seconded and the motion carried without dissent.

MANAGEMENT REPORT

Mr. Donner reported everything for discussion is covered on the agenda. He also reported that the front gate was closed due to an accident. Comstock was open. This street empties out onto Tice Creek. In an emergency, that gate is opened and traffic is guided out. This decision is made by the police or the fire department.

PRESIDENT'S REPORT

Mr. Schwartz asked for motions to ratify actions the Board has taken.

Ms. Swisher moved to ratify the approval of the firm of Porter & Lasiewitz, CPA's, to perform the annual audit. Ms. Becker seconded and the motion carried without dissent.

Ms. Swisher moved to ratify the approval of the contract with Commercial Support Services to clean the trash enclosures twice a month for an initial term of three years beginning on January 1, 2018 for the amount of \$546.00 per month. Ms. Becker seconded and the motion carried without dissent.

Ms. Swisher moved to ratify the approval of the contract with Welcome Building Maintenance to clean two laundry rooms twice a month for three years. Ms. Becker seconded and the motion carried without dissent.

Ms. Swisher moved to ratify the approval of the agreement with Steve Adza to receive an expense reimbursement of \$150.00 per month in addition to the reimbursement for cell phone service charges, NTE \$30.00 per month for assistance with the Building and Preventive Maintenance Committee work. Ms. Becker seconded and the motion carried without dissent.

Ms. Swisher moved to ratify the approval to borrow \$35,000 from the reserve account to be paid back on or before the end of 2108. Ms. Becker seconded and the motion carried without dissent.

Ms. Swisher moved to appoint Kate Williams as the Chair of the Communications Committee. Ms. Becker seconded and the motion carried without dissent.

Ms. Swisher moved to ratify the creation of a Mutual Resource Panel and adopt names of those who may wish to serve on the panel. Ms. Becker seconded and the motion carried without dissent.

TECHNOLOGY AND PREVENTATIVE MAINTENACE TASK FORCE

Ms. Swisher reported that last month the Task Force continued work on electrical vehicle charging stations for the Mutual policy.

They continued the walk down of the electrical layout of the Mutual and they met with Sang Electric to discuss general electrical specifications needed as input to Electrical Vehicle Charging Stations for the Mutual policy.

They continued update of the working draft of the Mutual Preventative Maintenance Plan.

They obtained an Excel download of past 10 years of Mutual work orders from MOD. This information is being sorted to determine maintenance trends.

They continued drainage inspection and mapping program.

They prepared numerous inspection reports to evaluate and track new or ongoing work.

They need to add members to the Task Force. They are trying an experiment using mint plants to deter rats from entering resident cars and chewing wires. There are issues with landscape borders trapping water against some buildings.

The Task Force has many activities scheduled, including beginning inspections to identify tree roots impacting sidewalks and foundations and to begin roof, gutter, downspout, and drainage inspections using a drone.

LANDSCAPE AND GROUNDS, FIRE CLEARANCE

Ms. Becker reported that the 2018 Landscape Goals are as follows:

- Stabilize the steep slope between 2001-2105 Skycrest - contract for 200 Dwarf Oleander plants with bubblers
- Stabilize the hillside behind 1449 Skycrest where 3 giant trees were removed – plant 20 one-gallon Dwarf Oleanders with bubblers to secure the rest of the hillside
- Project future steep slope rehabilitation
- Every downspout needs to be checked so we can get the water away from the foundations.
- Recondition old pebble and mulch areas that look shabby
- Adjust the exterminator contract to reflect seasonal needs
- Recondition areas that have been neglected

Ms. Becker is working with Ms. Pollon on drainage. The pest control company did a great job.

Ms. Swisher moved to ratify the approval of the Terra Landscape proposal to plant 20 one-gallon oleanders on the hillside above the manor at 1449 Skycrest in the amount of \$1,675.00. Ms. Becker seconded and the motion carried without dissent.

Ms. Swisher moved to ratify the approval of the Terra Landscape proposal to plant 200 one-gallon dwarf oleanders between 2001-2101 Skycrest, Entry 15/17 in the amount of \$5,950.00. Ms. Becker seconded and the motion carried without dissent.

Ms. Becker reported that the soil is sloughing (sliding down the hill). This is being caused by a pipe that directs water to the creek. We are losing trees.

Ms. Pollon reported that the erosion is caused by storm water. She suggested getting an engineer to review the situation.

Ms. Swisher moved to talk to a soils engineer and get an estimate NTE \$3,000 to be presented to the Board in Executive Session. Ms. Becker seconded and the motion carried without dissent.

Ms. Pollon read her report as follows:

LAWN MAINTENANCE: Irrigation is running infrequently and turf is being mowed 1-2 times per month as weather and growth dictates.

ENTRY MAINTENANCE: Entry maintenance crews are transitioning to winter pruning including hard pruning of shrubs for size control and good health.

TREE MAINTENANCE: 9 trees that were dead, dying or hazardous were removed in M4 in the first half of January. In addition, I have applied for a permit to remove a dead Pine tree at the end of the driveway in Skycrest 3B.

If you have landscape *maintenance* requests (pruning or irrigation), please direct them to the MOD work order desk. If you have other landscape requests please direct them to your Landscape Representative, Judy Becker.

WORK ORDER DESK

By phone: 988-7650

By email: WORKORDER@ROSSMOOR.COM

LANDSCAPE REHAB REPORT

MOD CREW DAYS: The next MOD crew days will occur in June. The landscape representative and landscape manager will tour closer to that time to identify projects to undertake.

CONTRACTED ITEMS

APPROVED, PENDING COMMENCEMENT

- None

BOARD ACTION ITEMS

- None

Ms. Pollon stated that she would like to get a bid to replace 3-4 of the oldest irrigation controllers. The Board agreed she should do so.

BUILDING MAINTENANCE REPORT

Mr. West reported the following:

ACTION ITEMS: Proposal review and approval.

1. 1909 SC #11, #12 - Hot and cold water line re-pipe due to low water pressure. Contractors: Davis Plumbing estimate: \$32,623.55. Five Star will work on Time & Material To re-install dry wall, texture and paint.
PEX - \$31,311.54

The Board needs more information. They are not ready to make a decision. This item has been tabled. Ms. Swisher will report to the Board.

INFORMATION ITEMS: Work in progress or completed.

1. 1605 SC / 1609 SC - Interior put back – contractors: Five Star and Davis Plumbing.
Davis plumbing completed re piping. Five Star in progress of putting back units to original condition. (work in progress).
2. 2128 TC – Five Star all interior work complete. One window on order. 4 columns also found to have minor damage. Estimate presented to the board for epoxy injection (work in progress).
3. Gutter Cleaning – Contractor: Professional Gutter Services (Completed).
4. Underground drains and clogged downspouts identified by PGS have been cleared or replaced by Five Star. (Completed).
5. MOD is working with the board to identify the buildings that will go out to bid for the 2018 roofing project. Jim Hogue will be hired to inspect project roofs and present scope of work for the bidding process.

Mr. West presented a proposal from Five Star in the amount of \$2,450 for the crawl space dry wall repair at 2128 Tice Creek.

Ms. Swisher moved to ratify the approval of the proposal for Five Star in the amount of \$2,450 for the 2128 Tice Creek crawl space dry wall repair. Ms. Becker seconded and the motion carried without dissent.

Mr. West presented a proposal from AMAC to do the application of epoxy on the columns at 2128 Tice Creek in the amount of \$1,050.

Ms. Swisher moved to approve the proposal from AMAC in the amount on \$1,050 to do the application of epoxy on the columns at 2128 Tice Creek. Ms. Becker seconded and the motion carried without dissent.

ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE

No report

TASK FORCE FOR PARKING

Kate Williams gave an extensive report. There are parking problems in many entries. She talked to some of the residents about the problems. Guests can't find a parking space close to the manor they are visiting. Current enforcement is not sufficient. There needs to be more communication among residents. Open parking is allowable to anyone that lives in Fourth, not just the entry residents.

The Task Force recommends designating an additional four parking spaces parallel to the curb of Entry 11-15, where space is available. Add signage by golf cart storage areas to indicate parking is not allowed.

EMERGENCY PREPAREDNESS COMMITTEE

Steve Adza reported he would like to see entry coordinators and Ham operators increased. He suggested putting a flyer out to recruit people to fill open spots and post at the trash enclosures. January 8 was the EPO meeting. There were about 80 people attending.

There will be two CERT classes this year. The first one starts in April. There are 288 entries in Rossmoor and 210 are covered by volunteers, 78 entries have no one assigned to them.

COMMUNICATIONS COMMITTEE

Mr. Brown reported that the new 2018 meeting calendar is on the website.

POLICY COMMITTEE

Mr. Schwartz reported the attorneys and the Board are working on the policies.

OFFICERS REPORTS

1. President's Report: No report
2. Vice President: No report
3. Treasurer: No report
4. Secretary: No report.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ANNOUNCEMENT

The next meeting is scheduled for February 20, 2017 at 1:30 p.m. in the Board Room at Gateway.

ADJOURNMENT

Having no further business, the meeting adjourned at 4:00 p.m.

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

***The Board of Directors met in executive session on November 29, 2017 at 9:00 a.m. to discuss the following:

1. Contracts - Will be ratified at Board meeting
2. Payment Schedules – Need written requests
3. Special Assessments and insurance information – Packet to be prepared for residents

4. Member issues – Reimbursement-under review
5. Legal Matter-Invoices – Board to contact attorney

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

***The Board of Directors met in executive session on January 10, 2018 at 9:30 a.m. to discuss the following:

1. Contracts – Will be ratified at Board meeting
2. Member Matters – Board requires more information

Having no further business, the executive session adjourned at 1:00 p.m.