

MINUTES  
FOURTH WALNUT CREEK MUTUAL  
MONDAY, JANUARY 19, 2015 AT 1:30 P.M.  
BOARD ROOM – GATEWAY

President Kelzer called to order a regular meeting of the Board of Directors of Fourth Walnut Creek Mutual at 1:30 p.m. on Monday, January 19, 2015 in the Board Room at Gateway complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: PRESENT:           Pauline Kelzer        President  
  Donald Cardinal     Treasurer  
  Sara Seltzer         Secretary

EXCUSED:                         Sheila Peverill      Vice President

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

Ms. Kelzer welcomed thirteen residents in attendance.

APPROVAL OF MINUTES

Ms. Seltzer moved to table approving the minutes of the regular session Board meeting of November 17, 2014 until the Board could review them in depth. Mr. Cardinal seconded and the motion carried without dissent.

RESIGNATION

Ms. Kelzer announced that Ms. Peverill has tendered her resignation to the Board.

Ms. Seltzer motioned to accept the resignation of Sheila Peverill. Mr. Cardinal seconded and the motion carried without dissent.

Ms. Seltzer motioned to appoint Don Cardinal to the position of Vice President to complete Ms. Peverill's term until July. Mr. Cardinal seconded and the motion carried without dissent.

RESIDENTS' FORUM

Gene Wood, Skycrest – Entry 10, Mr. Wood reported that he would like the liquid amber removed by his house. There are very large roots and they are exposed. Ms. Seltzer said this is not unusual.

Ms. Seltzer will speak to Mr. Perona about inspecting. She will have him notify the resident when it will be inspected. Mr. Donner advised the resident that it requires a City of Walnut Creek permit so the decision is ultimately up to the city.

#### LANDSCAPE AND GROUNDS, FIRE CLEARANCE:

Ms. Seltzer reported that the landscape committee is still looking for volunteers. December was good because we finally had rain. Steve Adza walked the Mutual and cleared drains. Ms. Seltzer thanked him for his help. The committee will be working with Mr. Perona and his crew to see if the clogging of the drains can be prevented. Residents with birdbaths or anything else that holds water will be asked to remove those items to prevent problems that arise from standing water. Ms. Seltzer and Mr. Perona have spoken about appropriate plantings for the Mutual. Ms. Seltzer noted that she appreciates residents alerting her to issues. Landscape contracts are pending for the February meeting.

#### BUILDING MAINTENANCE REPORT

Mr. West reported the following:

Work in progress:

1. 1149 #2 (should be #4) SKY – Rear patio concrete slab and drainage system including Downspout drainage tie –in. Five Star Proposal est. \$2,880. (Presented to Board)

*Mr. Cardinal motioned to approve the Five Star proposal in the amount of \$2,880.00. Ms. Seltzer seconded and the motion carried without dissent.*

*Ms. Seltzer motioned to pay the Steamatic invoice for 1149 Skycrest, #4 in the amount of \$1,345 and bill back the owner. Mr. Cardinal seconded and the motion carried without dissent.*

2. 2144 #2 TC – Mold found in walls from old roof leak and flooring damage from dishwasher leak. Mutual property repairs completed. Resident advised she can move back in. All testing - mold, asbestos and lead, has been retested and passed. Resident insurance is paying for new flooring in kitchen and living room. New Protera Asbestos Survey invoice cost \$4,969.22. AMAC Emergency clean up invoice. \$1,860 (Presented to Board).

*Mr. Cardinal motioned to pay the invoice from Protera for \$4,969.22 for the asbestos survey and to pay the AMAC cleanup invoice for \$1,860.00 and to bill back the owner for the AMAC invoice. Ms. Seltzer seconded and the motion carried without dissent.*

The Board discussed units that are vacant and the possibility of charging a vacancy fee. No decision was made. The Mutual only inspects alterations at resale. Buyers and sellers are responsible for other inspections.

3. 1933 #4 SKY – Re -pipe hot and cold due to low water pressure throughout unit. Davis Plumbing est. \$4,281.00 (presented to board).  
The Board approved Davis Plumbing to re-pipe the hot and cold pipes for 1933 Skycrest #4.
4. 2128 #5 TC – G-11 building. Discussion on getting structural engineer to begin study of any building movement.  
Mr. West reported that it appears the majority of cracks are due to normal settling. The Board will schedule an inspection for them to see it in person.
5. 1933 #4 SKY – Hot and Cold water re-piping throughout unit. Davis plumbing est. \$4,281.00 (Presented to Board). **DUPLICATE OF #3**
6. 1441 #1 SKY – Removing tree root, removal and replacement of back patio slab. Five Star est. \$ 3,600.00 (Presented to Board). Ms. Kelzer pointed out that it is **unit #2**.  
Ms. Kelzer reported that the tree belongs to the owner, so Five Star is to remove the concrete on the patio and remove any tree roots located there. No action. The Board would like the owner to agree to taking care of everything at once. (Owner responsibility–tree, Mutual responsibility-patio) It is on hold for now.
7. 1413 #8 SKY – Rear balcony deck. Repair dry rot @ rafter tails and install new fire coat system. Due to no protective coating on deck.  
Mr. West reported Perfect Painting proposal is \$4,700. The Board will take a look at this problem and then review the issue.

Follow- up:

1. 1910 SKY - #3, #4, #5, #6 - Broken in wall drain line Emergency Flood Repairs. STEAMATIC/ AMAC/FIVE STAR. All work completed. Waiting on city final inspection.
2. Spot gutter cleaning completed. Full cleaning scheduled for January. Autho. sent and signed by board for est. \$8700.
3. #1101 SKY - Hot water pipe reroute – Completed.

Proposed 2015 Projects

- 1.) ASPHALT – R&R TWO ENTRIES 16 & 17. & PATCH WORK AS NEEDED. BUDGET \$96,819.
- 2.) PAINTING – ENTRY 10 BUILDINGS. BUDGET \$55,130.
- 3.) LIGHTING – 89 NEW CARPORT JELLY JAR LIGHT FIXTURES. BUDGET \$13,087.
- 4.) ROOF B/U (DURA – LAST) & DOWNSPOUTS - #1433 SKY, #1833 SKY, #2116 TC. ROOFING BUDGET \$68,770. GUTTER & DOWNSPOUT BUDGET \$8,000.
- 5.) CARPENTRY - AS NEEDED. \$75,545.

Ms. Seltzer commented that she would like to hold off on scheduling the painting for Entry 10. There is a lot of foliage around the buildings. The concern is they could contribute to dry rot. She would like to address this issue before the painting begins. The Board agreed to wait until there could be some clearing out of the foliage.

ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE:

Mr. Cardinal reported that there are 52 alterations from 2/1/14 to date. They are all completed. Currently, there are none in progress. Nineteen applications were processed and 13 permits issued.

Ms. Kelzer reported that in 2014 there were 24 resales. The median price is \$350,000. Compliance is getting better and people are cooperating. The Board is working with people to comply with the encroachment policy.

EMERGENCY PREPAREDNESS COMMITTEE

Steve Adza reported on findings from a recent Drainage Survey of the Fourth Walnut Creek Mutual done during Dec. 2014 and Jan. 2015. There was a flood warning from the Director of the Government Office of Emergency Services. There was also an email from a member of the Walnut Creek CERT to all amateur radio operators in anticipation of activation because of flooding. The content focused on the storm drains around the resident buildings. Some of the findings were that there are many blocked catch basins, others are buried and all were full of debris. Downspouts were blocked and not able to drain.

The Board thanked Mr. Adza for his efforts.

COMMUNICATIONS COMMITTEE

Ms. Kelzer reported that the newsletter has been drafted and will be mailed out later this week.

### POLICY COMMITTEE

No report.

### FISCAL COMMITTEE – Pauline Kelzer

No report.

### OFFICERS REPORTS

1. President's Report: Ms. Kelzer reported that she attended the Presidents' Forum on November 25<sup>th</sup>. The insurance broker attended and announced that the premiums will be reduced.  
There are 2 positions available on the Board. Anyone can self-nominate by sending a letter to the Board.  
The mutual-wide insurance agreement was signed.  
There is pending approval regarding hiring Helsing Group for the reserve study report.  
The common use letter was prepared by the attorney. The Board has received some positive feedback on the letter. Several entries have asked the Board to check their entries for acceptable items.  
The Board has prepared a list of compliance letters to be sent to those residents not in compliance.  
The Board has done some crisis work. The storm blocked some drains and a lot of people came forward to help. There were some leaks, etc. Rick West was very helpful.  
The outlook for 2015 looks very good. The Board will continue with the building and landscape rehab work. The Board would like to create an RPM (Routine Preventive Maintenance) program.
2. Vice President: None
3. Treasurer: Mr. Cardinal reported that the Mutual was down a few thousand dollars due to plumbing, building repairs, and insurance. Overall the Mutual is in a secure position financially. Building maintenance may be costly. Buildings are getting older and have drainage and wiring problems. The coupon will have to be looked at very closely this budget year.  
Mr. Donner announced that the insurance came in at 24% below actual expenses for 2014. The insurance premium for 2015 will be 29% lower because of the 5% built-in increase. The Mutual is well positioned for 2015.
4. Secretary: None

### UNFINISHED BUSINESS

Ms. Kelzer asked the Board if they want to continue using Helsing Group to do the Mutual's reserve study. The Board agreed in principle to continue with Helsing. The Board agreed to adopt the concept of an RPM (Routine Preventive Maintenance).

NEW BUSINESS

Ms. Kelzer stated that the Board will be considering charging people that leave their property vacant.

Ms. Seltzer would like to change the Board meeting date in January so that the Board doesn't meet on Martin Luther King Day. The Board will address this when the schedule is created for next year.

ANNOUNCEMENT

The next regular board meeting is scheduled for February 17, 2015 at 1:30 p.m. in the Board Room at Gateway.

ADJOURNMENT

Having no further business, the meeting adjourned at 3:55 p.m.

/s/

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Anne Paone, Assistant Secretary  
Fourth Walnut Creek Mutual