

MINUTES
FOURTH WALNUT CREEK MUTUAL
MONDAY, JANUARY 20, 2014 AT 1:30 P.M.
BOARD ROOM – GATEWAY

President Hoyt called to order a regular meeting of the Board of Directors of Fourth Walnut Creek Mutual at 1:30 p.m. on Monday, January 20, 2014 in the Board Room at Gateway complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: PRESENT:	Karen Hoyt	President
	Donald Cardinal	Vice President
	Pauline Kelzer	Treasurer
	Penny Wade	Secretary
	Sheila Peverill	Director

EXCUSED: None

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

Ms. Hoyt welcomed eight residents in attendance.

APPROVAL OF MINUTES

Penny Wade moved to approve the minutes of the regular session Board meeting of November 18, 2013. Don Cardinal seconded and the motion carried without dissent.

Penny Wade moved to approve the minutes of the Special Board Meeting of December 11, 2013. Don Cardinal seconded and the motion carried by a majority vote. Pauline Kelzer abstained.

RESIDENTS' FORUM

Rosenberg: 1941 Skycrest Dr. #7. Thank you to the Board for the installation of lights in his entry. Thank you to the Board for a fine job on the budget. Mr. Rosenberg would like the solar lights replaced. He feels they have failed. Ms. Peverill commented that they have not failed, but can only work based on the amount of sun exposure that they receive.

BUILDING MAINTENANCE REPORT – Rick West

Discussion regarding photos that Ms. Kelzer sent to Mr. West regarding items to be addressed. There is a problem with downspouts at entry #8-1429. Mr. West will have it checked.

Discussion regarding roofs: Ms. Kelzer commented on a roof study that used to be available to the Board. Mr. Donner stated that they can hire the same person to do another roof study. Ms. Kelzer said she doesn't think every roof needs a study, but she believes 1429 Skycrest really needs one.

Discussion on Gutter Drains: Mr. West commented that the overflow is built up about four inches above roof level. If water rises to that level and the gutter cannot handle it, the overflow pipe will take over. The rain will just pour out of it.

Mr. West reminded the Board that the Mutual has no control or responsibility over an alteration that has a gutter issue. Ms. Hoyt commented that the owner needs to be reminded that it is their responsibility because it is an add-on.

Mr. West reported that Excel Roofing has completed skylight rehab at 1429 Skycrest. Recommendation is to have Keith install additional trim on unit #6.

Sang Electric is currently in the process of installing 3 new pathway lights and a GFCI outlet for the fountain.

The Board wants Sang to check the installation to make sure the lights and parts are secure. Mr. West believes a work order was issued for this.

MOD carpenter inspected utility closets for repair/replacement of latches, hinges, and miscellaneous repairs at an estimated cost of \$1500.

Ms. Kelzer motioned to approve a NTE amount of \$1500.00 for repair of items on utility rooms such as latches, hinges, etc. Ms. Wade seconded and the motion carried without dissent.

Ms. Hoyt commented that the address signs should be replaced as they are old and worn. Screws are rusted and paint is wearing off. Mr. West could check as needed, but Ms. Kelzer would like to have signs done as a signage project and not part of rehab. Ms. Hoyt said the Board can set up a committee.

Mr. West discussed reserve study items for 2014.

Mr. West showed the Board the No Smoking signs for each entry. They must be posted by January 29th.

Discussion on Lights: The Board discussed various locations that are in need of lighting. Mr. West commented that Entries 16, 8, 3, and 12 could have motion sensor lights on the carports. In addition, Entry 15 needs more lights. Ms. Hoyt says most could be mounted on garages. Ms. Hoyt will send Mr. West a list or map of areas that need additional lights.

Mr. West discussed reserve study items for 2014. Carpentry for Project 21, Painting for Project 21, Carports should be checked as needed. 2589 Pine Knoll and 1217 Skycrest roof build-ups need to be checked.

It was reported that 2108 Tice Creek has shut-offs that are below grade. This information should go to Rich Perona.

FISCAL COMMITTEE – Pauline Kelzer

Ms. Kelzer reported that the budget went out the end of November 2013.

LANDSCAPE REPORT

Mr. Perona reported that the governor, Jerry Brown, is asking for a voluntary 20% cut in water usage. Mr. Perona will wait to see what EBMUD has to say.

Mr. Perona walks the area and notes dead plants/bushes that need to be removed.

Ms. Hoyt commented that some ground drains have been replaced and no longer swamp the area.

Lawn Maintenance: Lawns will be mowed as necessary during the winter months. Lawns will be fertilized in mid-February with Turf Supreme, a balanced fertilizer. Irrigation systems are watering as needed because of the lack of rainfall.

Entry Maintenance; Entry crews are working on leaf clean-up, pruning small trees and reduction pruning of Oleander and other large shrubs.

Tree Maintenance: Waraner Brothers Tree Service handles all work orders. Scheduled tree pruning for the year will start in February. Rich and Ed Waraner walked the mutual and looked at all of the trees. Ed will provide a proposal for tree maintenance which will include trees marked for removal. He applied to the City to remove the Pine tree and Birch tree at Entry 8.

Landscape Rehab: The MOD landscape crew is scheduled to work in the mutual for 17 days starting March 24th. The landscape committee and Rich will be walking the mutual on January 28 and 29 to plan out work.

Starting on Skycrest, the cobblestones and the board for the lights will be finished by the end of the month.

Ms. Hoyt discussed replacements of ground drains. She commented that the drain in entry 8 needs to be monitored.

ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE:

This past month there were 3 alterations in progress and 9 have been completed.

Ms. Hoyt has created violation notice forms. The Board reviewed the forms and it was decided that Ms. Kelzer will review them for any corrections and then advise Ms. Hoyt. Ms. Hoyt will then print copies to use on a trial basis.

EMERGENCY PREPAREDNESS COMMITTEE – Sheila Peverill

Ms. Peverill provided a notice from Lint Extractors that explains the need to have ducts cleaned periodically as this can be a fire hazard. Ms. Peverill reported that the abatement work is close to completion. The terrain under the power lines near Rockledge 8 will be assessed and cleared of dry grass and combustible debris.

There are minimum standards set by the County Fire Protection District which include abatement on terrain with special hazards and in areas where there have been repeat fires. One area fits this description in the Skycrest Canyons.

The Committee met with Dennis Bell to review public safety issues related to the Rockledge 8 area. He advised further consultation and inspections with the County Fire protection District to determine the extent to which the abatement standards apply.

The Committee attended the town hall meeting in Rossmoor given by County Supervisor Candy Andersen and County Administrator Tim Ewell.

Ms. Hoyt suggested that Ms. Peverill send photos of the Canyon with an article to the Rossmoor News to alert the public of the dry areas in the Canyon. Ms. Kelzer will send a letter to GRF regarding the status of the Canyon since this is Golden Rain property.

Ms. Peverill would like animals to clear the areas in the Canyon. Ms. Hoyt asked her to get two proposals indicating the amount and actual areas to be cleared by using a Golden Rain map.

Ms. Peverill moved that the Board accept the proposal to contact GRF, PG&E, and the other Mutuels to make a plan and to do a press release to make our study public. Mr. Cardinal seconded and the motion carried without dissent.

COMMUNICATIONS COMMITTEE – Penny Wade

No Report.

POLICY COMMITTEE – Pauline Kelzer

No Report.

PRESIDENT'S REPORT – Karen Hoyt

Ms. Hoyt reported that there wasn't a meeting held in December.

The post office has withdrawn its offer to install cluster mailboxes. They are not offering the program at this time.

Pulte Homes is still moving forward with their plans to build homes. The concern is that the homes will be close together and very close to the sidewalk. The plan has not been approved yet. They will be located where the nursery currently sits.

TREASURER'S REPORT

Ms. Kelzer reported that the fund balances in all six accounts add up to what is expected, and fund balances compare fairly well with what was planned for revenues and expenses in the 2013 Budget.

One new delinquent account for member coupons was identified during the reporting period ending in December 31, 2013. Another older delinquency is still in the collections process but new payment arrangements have been made with the member.

Work Orders reported for the month of December appear to be within the normal range of expenses and vary from approximately \$7.00 to \$400.00, which were charged to Operating Expenses. One Entry had an expense for exterior carpentry in the amount of \$2,126, which was charged to Reserve Expenses. (Entry 1 Skycrest).

The Thirteen Month Rolling Statement reports a pattern of spending in excess of budgeted amounts each consecutive month since March, 2013. This item will be reviewed and addressed at next month's Board meeting.

SECRETARY'S REPORT

No report.

OLD BUSINESS

The Board has not decided if they just want to stay on the Rossmoor website or stay on the Rossmoor website in addition to their own website.

They would like more information regarding the website, including the cost and the extent to which the Board would have control over the site.

NEW BUSINESS

Assignment of Committees:

Emergency Preparedness and Public Safety - Sheila Peverill (Formerly known as the Safety Committee) This committee will address fire prevention, fireplaces and carports.

Landscaping Committee – Penny Wade
Use Restrictions – Pauline Kelzer
Alterations Committee – Pauline Kelzer and Don Cardinal
Communications Committee – Penny Wade
TARR Committee (Trust Agreement Review/Revision) – Co-Chairs, John Rosenberg
and Mike Herr

Ms. Hoyt and Mr. Cardinal will discuss what additional areas he should address.

Ms. Hoyt will chair the Policy Committee. Ms. Hoyt is to set the time and place for the policy work session.

ANNOUNCEMENT

The next regular board meeting is scheduled for February 18, 2014 at 1:30 p.m. in the Board Room at Gateway.

ADJOURNMENT

Having no further business, the meeting adjourned at 3:25 p.m.

/s/

Penny Wade, Secretary
Fourth Walnut Creek Mutual