

MINUTES  
FOURTH WALNUT CREEK MUTUAL  
MONDAY, OCTOBER 16, 2017 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, October 16, 2017 in the Board Room at Gateway complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: PRESENT:	Sheldon Schwartz	President
	Judy Becker	Vice President
	Jerome Neuman	Secretary
	Judi Southcott	Treasurer - joined via phone

ABSENT:

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

Mr. Schwartz welcomed eighteen residents in attendance.

Mr. Schwartz stated that the Special Volunteer Advisor, Pauline Kelzer, is present and seated at the Board table.

#### APPROVAL OF MINUTES

*Mr. Neuman moved to approve the minutes as follows: September 18, 2017 – Regular Board Meeting and September 27, 2017 Executive Session Minutes. Ms. Becker seconded and the motion carried without dissent.*

#### BOARD APPOINTMENT

*Mr. Neuman moved to appoint Vicki Swisher to the Board to fill the vacancy left by the resignation of Pauline Kelzer. Ms. Becker seconded and the motion carried without dissent.*

The Board appointed Vicki Swisher to chair the new Task Force on Technology and Preventative Maintenance committee.

#### RESIDENTS' FORUM

The residents' forum was held. A resident asked questions about the proper procedure to care for landscaping. Some residents were told to water the common area. She also wanted to know if the Board was deferring any maintenance. Mr. Donner reported that residents are not asked to water plants. He also stated that the Board will not defer repairs or maintenance. Mr. Schwartz advised the membership to call the work order desk if anything appears broken or needs attention.

A resident objected to someone attending the meeting because they are not an owner in the Mutual. Mr. Schwartz reported that she is a special advisor to the Board and may attend, but the objection was noted.

The resident stated that his lawn is all torn up. Mr. Donner made a note about the lawn to pass on to the landscape manager.

A resident asked about the area behind Skycrest Drive regarding the fire break. Is it PG&E or GRF land? Mr. Donner reported that the fire break is complete unless the GRF board directs more fire abatement to be done. The resident asked about combustible material in the equipment shed. Mr. Donner reported that the shed at the Hillside Clubhouse parking lot has been there about 30 years. The shed is under the jurisdiction of the golf course.

Mr. Donner also reported the Hillside area has debris from wood chips from the golf course. The gutters will be cleaned.

A resident discussed the picture in the Rossmoor News showing new benches and a table in Fourth Mutual, Entry 15. The same area was rehabbed at the request of entry 15 residents in 2015. The cost of the rehab was \$9,840 less a \$1600 rebate from EBMUD for water-reduction landscaping. There were also other benches nearby providing the same view. This double rehab of a small area has exceeded \$25,000. This expenditure is questionable in light of the Board's current request for a coupon increase and/or an assessment of \$3,500 per manor.

A question was asked about the attendance of someone who is not a member of the Mutual. Mr. Schwartz reported that Ms. Kelzer is not a homeowner, but the Board made her a special advisor because the Board relies on her expertise.

#### MANAGEMENT REPORT

Mr. Donner reported everything for discussion is covered on the agenda.

#### PRESIDENT'S REPORT

Mr. Schwartz reported that a letter is going out to the membership which will include the draft budget. The Board is waiting for votes to come in on the special assessment.

Mr. Schwartz reminded everyone to make sure their BBQs are safe.

#### TECHNOLOGY AND PREVENTATIVE MAINTENANCE TASK FORCE

Ms. Swisher reported that there is a completed matrix of Rossmoor Mutuals Policies regarding electrical vehicle charging stations. She proceeded to report on the committee's activities for last month, some of which were the completion of 6 inspection reports for subfloor insulation in G-11 buildings, dryer vent lines under building 1940, entry #17, degradation of paint on SW side of building 2101, entry #17, and operation of sprinkler heads. Ms. Swisher asked for volunteers for the committee.

Mr. Schwartz commented that it was a great report and the Board is pleased to have her join them. Mr. West gave her a copy of the 10-year planning report for components.

#### LANDSCAPE AND GROUNDS, FIRE CLEARANCE

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

**LAWN MAINTENANCE:** Bare spots in turf are being over seeded this month. As weather cools irrigation will be less frequent and mowing will also occur less frequently. All turf stations are still set at 110% of water budget per previous board president Pauline Kelzer's request earlier this year. If the board would like to return to 100% please let me know.

**ENTRY MAINTENANCE:** Entry maintenance crews are turning their attention to leaf cleanup, keeping sidewalks clear of leaves as much as possible.

**LANDSCAPE REHAB:** Next MOD rehab days are in December. Please contact your

landscape representative, Judy Becker with any landscape rehab requests.

TREE MAINTENANCE: Judy Becker, Ed Waraner and Rebecca Pollon walked to identify several trees that should be removed because they are either causing a hazard, dead or are severely declining in health. The proposal to complete these is attached. All tree removals of a certain size will require permission from the City of Walnut Creek, which will be applied for when the proposal is approved.

BOARD ACTION ITEMS: Consider proposal for tree removals for a combined total of \$14,425. Line items will be billed as completed in the case that some but not all are removed.

The proposal falls within the Fourth Mutual budget.

*Ms. Becker moved to approve the \$14,425 proposal from Waraner Bros. Tree Service for tree removals. Mr. Neuman seconded and the motion carried without dissent.*

### BUILDING MAINTENANCE REPORT

Mr. West reported that the committee met on October 13.

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. Davis Plumbing estimate: \$32,623.55 Five Star will work on T&M for put back.  
Mr. West and the Board agreed to discuss this in their January 2018 meeting. Mr. Schwartz would like Mr. West to alert the residents that it will be addressed in early 2018.

#### INFORMATION ITEMS: Work in progress or completed.

1. 1605 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. 1609 SC – Interior put back – contractors: Five Star and Davis Plumbing. Davis plumbing completed re piping. Five Star in progress of putting back unit to original condition. (work in progress).
3. 2128 TC – Five Star all interior work almost complete except one unit . Resident is not available until mid - October. Additional carport drywall damage found. One column also found damaged. Estimate will be presented to the board after engineer report arrives. (work in progress).  
Resident is cooperating now.

4. Gutter Cleaning – Contractor: Professional Gutter Services Cost \$9,620.00 (work in progress).

#### ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE

Ms. Southcott is the new chair of the committee. Ms. Kelzer reported that everything is standard.

#### TASK FORCE FOR PARKING

Kate Williams is the chair. Ms. Marsha Weinberg reported that the committee is looking at adding more parking. The committee report stated, among other items, that guests have trouble parking close to the manor, some residents park in open spaces rather than their carports, contractors impact parking, and cars park in front of golf cart storage. The committee report included some recommendations that the Board will review.

#### EMERGENCY PREPAREDNESS COMMITTEE

Steve Adza reported there are some bottom downspouts that are crimped. They do this to fit it when it is not the proper size.

There was a Red Cross Presentation at the September meeting.

PG&E will attend the November meeting in the Fairway room at Creekside. 2128 Tice Creek has wood columns that are nailed at the top. There was previously a metal bracket. The CERT meeting is on October 17<sup>th</sup>. Last month a search drill was done by CERT.

There are 36 HAM operators in Rossmoor. There will be an event for HAM radio operators on November 11<sup>th</sup>.

There are some locations that have tree roots in the pipes.

Mr. Schwartz acknowledged Steve for his work.

#### COMMUNICATIONS COMMITTEE

No report

#### POLICY COMMITTEE

Mr. Schwartz reported that the committee is active with the policies. They are waiting for information from the attorney.

#### OFFICERS REPORTS

1. President's Report: Mr. Schwartz reminded everyone to send in their ballots.
2. Vice President: No report.
3. Treasurer: Vice President, Ms. Becker, read Ms. Southcott's report. YTD, the operating fund is under budget by \$11,773. YTD, the reserve fund balance is \$555,796. The Mutual had unusually high expenses for plumbing and water in the month of September. There are 2 accounts that are 90 days overdue. One account is in escrow and the other has begun to make payments on the agreed upon payment plan. The Board monitors these accounts closely.  
The Budget Committee met with Management and prepared a proposed 2018 budget which includes funds from a \$3,500 special assessment.

*Ms. Becker moved that the Board adopt the proposed 2018 Budget as presented subject to approval of the special assessment by members in the October 25 ballot count, and to rescind the motion automatically if the special assessment does not pass. Mr. Neuman seconded and the motion carried without dissent.*

The monthly coupon will be increased by \$35 for a total monthly payment of \$705.00 per manor.

4. Secretary: No report.

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

None

#### ANNOUNCEMENT

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

The Board asked Ms. Kelzer to attend the executive session immediately following this meeting.

#### ADJOURNMENT

Having no further business, the meeting adjourned at 3:05 p.m.

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

\*\*\*The Board of Directors met in executive session on September 27, 2017 at 10:30 a.m. to discuss the following:

1. Building Issues: Proposal prepared to present to owners.
2. Insurance issue: Discussion
3. Special Advisory Volunteer: Personal matters

Having no further business, the executive session adjourned at 2:00 p.m.

\*\*\*The Board of Directors met in executive session on October 16, 2017 at 3:30 p.m. to discuss the following:

1. Building Issue: Report/Skycrest
2. Legal Matters: invoices

Having no further business, the executive session adjourned at 4:55 p.m.

\*\*\*The Board of Directors met in executive session on October 27, 2017 at 10:00 a.m. to discuss the following:

1. Legal Matter: Assessments
2. Resident Request: Common Area
3. Delinquency: Property in Escrow
4. Insurance Issue: Tabled
5. Building issue: Progress Report/Skycrest

Having no further business, the executive session adjourned at 1:05 p.m.