

MINUTES  
FOURTH WALNUT CREEK MUTUAL  
MONDAY, NOVEMBER 17, 2014 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, November 17, 2014 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 ten residents in attendance.

APPROVAL OF MINUTES

Ms. Seltzer moved to approve the minutes of the regular session Board meeting of October 20, 2014. Mr. Cardinal seconded and the motion carried without dissent.

Mr. Cardinal moved to approve the executive minutes of October 20, 2014. Ms. Seltzer seconded and the motion carried without dissent.

RESIDENTS' FORUM

Carl Brown, Skycrest – Entry 16, Mr. Brown reported that the new website is up and running. He thanked the Board for the improvements on the side of the building. He said that instead of a path, the area behind his home is now a trail. It has gone from approximately 7 feet to 4 feet so everyone has to walk by his yard. He would like the trail to be closed off from the picnic area to his backyard.

Sheila Gorsuch, Skycrest – Entry 16, Ms. Gorsuch thanked Mr. Perona for removing the moss on the pathway in front of her building. She asked when the gutters would be cleaned. Ms. Kelzer reported that the work order has been signed. The worse cases will be identified and will have a preliminary cleaning. All of the gutters will be cleaned in late January.

Diane Buonaccorsi, Skycrest – Entry 1, Ms. Buonaccorsi wanted to show her support and confidence in the Board. She asked that a certain resident not be allowed to hold a position of the Board.

Farhad Partovi, Skycrest - Entry 1, Mr. Partovi discussed a former Board member and her fiduciary duty as a Board member to not spend money without proper authorization. He doesn't want her to be able to serve in any capacity.

#### LANDSCAPE AND GROUNDS, FIRE CLEARANCE:

Ms. Seltzer reported that the Board has approved 10 rehab proposals. Some work is being done in phases. If you have a request, go to your landscape representative and Ms. Seltzer will work with them.

MOD is not a custom-order nursery service. We are trying to control/contain landscape work so that we can better manage project and budget priorities from a centralized overall perspective.

LAWN MAINTENANCE: Lawns will be fertilized with Turf Supreme the week of November 17<sup>th</sup>. Irrigation is watering based on ET. Controllers will be turned off once we start getting rain.

ENTRY MAINTENANCE Entry crews are working on monthly schedules. Pruning shrubs and ground covers, spot spraying weeds leaf and debris clean up. Terra Landscape has a regular published monthly schedule (recently emailed to all directors).

TREE MAINTENANCE: Waraner Brothers Tree Service handles all work orders.

LANDSCAPE REHAB: Terra Landscape is working on several large projects approved at the last Board meeting. They should be finished by November 21<sup>st</sup>. Once completed, Sara and Rich will inspect the work and look at any other projects that have come to her attention.

#### BUILDING MAINTENANCE REPORT

Mr. West reported the following:

Work in progress:

1. 1910 SC #3, #4, #5, #6 STEAMATIC/ AMAC/FIVE STAR Broken in wall drain line Emergency Flood Repairs. Estimated cost. AMAC \$12,529.89 Five Star \$7,120.00.
2. #1101 SC Hot water pipe (under the slab) reroute – Eisen Environmental (have completed their work) Est. \$2,775.00 and Stoddard Plumbing est.

\$7,500.00 scheduled to re-routing kitchen hot water pipe for one angle stop due to under slab leak.

Follow- up:

1. # 2589 PK roof shingles slipping – work completed 11/14/14.
2. # 2120 TC Gas shut off valve – MOD to cut a hole in utility closet for easier access to valve. Work completed 11/7/14.
3. Entry 10 project 21 carpentry rehab work completed 11/14/14.
4. #1941 SC G1 closet – Five Star completed removal of asphalt and removal of tree root and installation of packed Lodi rock. Cost \$2,375.00

#### ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE:

Mr. Cardinal reported that there are 18 applications and 15 in progress. He talked to Mr. West about getting more details on proposals. They will meet with AMAC to discuss the proposal details.

Mr. Cardinal reminded the membership to call MOD and their insurance company if they have an issue in their unit such as water damage. Some issues might be the individual's responsibility and their personal insurance might cover them for the event.

Ms. Kelzer asked Mr. West to explain the protocol when an event involves multiple units. MOD should be contacted first and then the owner's private insurance company.

Mr. Donner said if it is after hours, call Public Safety (Securitas). They will know who to contact. Mr. West said if it has to do with a leak, the plumber will be called in. The water should be turned off for the entire building. MOD will bring in Steamatic. Finally, repair (AMAC) people will come in.

Mr. Cardinal reminded the membership that anything outside of an individual's patio is encroachment.

Ms. Kelzer reported that the letter from the attorney regarding common area will be posted on the website and mailed to the membership this week. The Board deals with encroachment on a case-by-case basis.

#### EMERGENCY PREPAREDNESS COMMITTEE

Steve Adza reported that residents should find out who their entry coordinator is. There is a class for those intending on acquiring a radio license. Eight entries have coordinators and seven do not. Only four regularly participate in Saturday meetings. Eight entries have equipment and seven do not. Residents should locate the turn-off valves for utilities. They can check with him if they need assistance. MOD has maps that show where the turn-off valves are located.

### COMMUNICATIONS COMMITTEE

Ms. Kelzer reported that the new website is working with better software thanks to Carl Brown. There are plans to upload a newsletter this week. The letter from EBMUD on water conservation for HOAs will be posted on the website, too. The Board will keep the name Go Fourth for its newsletter.

### POLICY COMMITTEE

Ms. Kelzer reported that Mutual 70 has completed revising its policies and the Board will look at what they have done to their policies to see if some may be helpful to Fourth Mutual.

### FISCAL COMMITTEE – Pauline Kelzer

No action to report.

### OFFICERS REPORTS

1. President's Report: Ms. Kelzer reported that she attended the Presidents' Forum on October 27<sup>th</sup>. It is a discussion group. They do not make any decisions. They discussed the electrical wiring involving all of the Mutuels. All buildings have 15 amp wiring. Most buildings are vulnerable to overload. The president of Third Walnut Creek Mutual has done some experimenting with his carports and rewired them for 30 amps. He thinks some of the electrical fires have been due to 15 amp wiring and to the aluminum wiring. Copper would be best, but is expensive.  
There was also discussion regarding electric vehicle charging stations. A question that came up was whether GRF or individual Mutuels should provide stations. Some Mutuels have already drafted policies for EVC.  
Another issue was brought up by the president of Mutual Eight. She discovered a program called PACE. It is a program that provides financing for homeowners that want to make home improvements.  
The Trust Agreement was discussed. They need to focus on the amendment process.  
The GRF budget was presented. Also, the Alterations Department has been very busy this year. Property values are up.  
The Board worked with the Mutual attorney to draft a letter for the membership regarding common area and items that are placed in those areas.  
The Mutual receives security reports and there has been a rise in break-ins. Some don't show any evidence of forced entry. The Board will work with security to see what may be done to prevent this problem.
2. Vice President: None
3. Treasurer: Mr. Cardinal reported that the Mutual is financially sound. The Mutual ending fund balance is up \$20,000 compared to the same time last year. By the end of the year, the Mutual should be on budget.

Two units are in collections and one unit is two months in arrears.

4. Secretary: None

Ms. Seltzer discussed root intrusion. She is recommending removal of a Liquid Amber in entry 13 and entry 8 has some trees that need to be reviewed and possibly removed. She would like future planting of trees to be considered carefully with respect to root problems.

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

Mr. Cardinal would like to see the landscapers pay more attention when working. He is concerned that they don't completely finish their jobs. He would like Mr. Perona to talk to Terra Landscaping about how they do their work.

Ms. Kelzer reported that the Board is working on landscape standards.

#### ANNOUNCEMENT

The next regular board meeting is scheduled for January 19, 2015 at 1:30 p.m. in the Board Room at Gateway.

#### ADJOURNMENT

Having no further business, the meeting adjourned at 2:50 p.m.

/s/

---

Anne Paone, Assistant Secretary  
Fourth Walnut Creek Mutual