

MINUTES
FOURTH WALNUT CREEK MUTUAL
MONDAY, NOVEMBER 19, 2018 AT 1:30 P.M.
BOARD ROOM – GATEWAY

President Swisher called to order a regular meeting of the Board of Directors of Fourth Walnut Creek Mutual at 1:30 p.m. on Monday, November 19, 2018 in the Board Room at Gateway complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: PRESENT: Vicki Swisher President
 Kate Williams Treas/Sec
 Sheldon Schwartz Director
 Eva Angvert Harren, Director

ABSENT: None

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

Ms. Swisher welcomed 4 residents in attendance.

APPROVAL OF MINUTES

Ms. Williams moved to approve the minutes as follows: October 15, 2018 - Regular Board Meeting Minutes, October 10, 2018, October 18, 2018 and October 22, 2018 - Executive Session Meeting Minutes. Mr. Schwartz seconded and the motion carried without dissent.

RESIDENTS' FORUM

The residents' forum was held.

A resident introduced a new member of Fourth Walnut Creek Mutual. He was concerned about 2 trees affecting his foundation or plumbing. Ms. Pollon reported that you can't always tell if roots are getting under the foundation. The City requires an engineer's report to remove a tree affecting foundations. Ms. Pollon also said someone will look at the branches for clearance on the building.

MANAGEMENT REPORT

No report.

PRESIDENT'S REPORT

For purposes of entering this information into the meeting minutes, Ms. Swisher stated that the Board in Executive Session November 14, 2018 voted to accept the 2019 Budget Booklet provided by MOD. The Budget Booklet specifies the coupon increase for 2019 that was approved in the October 2018 Board Meeting. The Booklet also provides a comparison to the 2018 coupon, the annual disclosures as required by California Civil Code, highlights of some of the Fourth Walnut Creek Mutual governance, and GRF/Mutual insurance

information. She thanked Jo Ann Cooper, MOD Financial Analyst, for her exceptional effort in preparing the 2019 Budget Booklet.

- The Board prepared a Designated Occupant Form for Member Records in accordance with their governance documents. The Designated Occupant Form was reviewed by their attorneys. Their comments were incorporated and the Form has been submitted to MOD for incorporation into the Mutual 4 Member Records process.
- As part of Ms. Swisher's report, she shared some of the information from the October President's Forum.
 - Rossmoor was the first community in Contra Costa County to implement underground utilities. PG&E is currently upgrading the infrastructure that will cause power outages.
 - PG&E, by law, can now shut off power during high fire hazard conditions. If PG&E decides to shut down power in Rossmoor, Nixle will provide information.
 - Manor Rental Reports - MOD is providing Mutual Boards with monthly updates on rental agreements due to expire. The Presidents' ask that the reports cover 3 months of expired leases and 3 months of leases scheduled to expire.
 - Organic Recycling - The organic recycling program was discussed by Recycle Smart which is linked to Republic Trash Service. They would like to add compost containers to our trash enclosures starting April/May 2019. Mutual 4 asked if this program was voluntary since we have the following issues:
 - Trash enclosures are too small to handle compost bins until we right-size our landfill bins.
 - We determine how to ensure compost bins are secure so they do not draw rodents.
 - We must develop a cleaning program because compost bins are a breeding ground for maggots.
 - Many of our trash enclosures are under or near manor windows, so foul odors from compost bins would be a problem.

We have one entry in Mutual 4 that has volunteered to implement this program as a test case.

- Whistleblowing Hotline - GRF employees have always had this hotline to report inappropriate behavior by GRF personnel. The GRF Audit Committee plans to expand the hotline to permit residents, contractors, and all individuals associated with Rossmoor to use the hotline. The Human Resources Manager determines the validity of the report. If the issue is strictly Mutual related, the applicable Board will be notified.
- Gallagher is currently shopping for a property insurance company for the 2019 GRF blanket insurance coverage. It is expected that the policy could increase by
- 30%, deductibles may increase, and new riders will probably be implemented

that exclude earth movement.

TECHNOLOGY AND PREVENTATIVE MAINTENANCE TASK FORCE

Ms. Swisher reported the following:

Last Month's Activities:

- Continued drainage program by clearing debris from catch basins and drain pipes and removing debris from wire mesh, as needed.
- Completed bid to test domestic water lines for low flow, under slab pipe leaks, and adequacy of pressure regulator. 5 Star Contractor to perform work on building 1902 Skycrest Drive in December 2018.
- Continued walk down on exterior of each building in Mutual 4 to obtain information needed to complete procedures for water pressure and under slab water leak issues.
- Continued to evaluate EBMUD water reports for Mutual 4 to identify evidence of major underground water leaks.
- Identified test cases for evaluating gutter liners. Work to start following the November gutter cleanout.
- Started walk down of each entry to identify outstanding maintenance issues. Entry #11 is next scheduled.
- Continued developing a computer program to permit entry and retrieval of Mutual modifications data that could impact future work (e.g. changes to water line locations, types of piping used in alteration, installation of foundation piers, etc.). Presented current program to MOD on November 8 & 9. Requested upgrades are scheduled for incorporation by Dec. 31, 2018. After upgrades, MOD plans to become the Administrative Owner of the computer program. It has been designed to accommodate modification information for all of the Rossmoor Mutuals.

Activities Scheduled for Next Month:

- Continue to perform inspections for maintenance issues (drainage, irrigation, subfloor insulation, tree root problems).
- Perform water pressure and leak testing at 1902 Skycrest Drive.
- Complete the solar policy. There are various issues that have come to the attention of the Task Force during policy preparation. These include:
 - No solar vendors are willing to provide the Mutual with an independent solar site survey. It will be the responsibility of the Mutual using Google Earth and the drone.
 - Solar vendors vary widely in their approach to panel installation. Some vendors want to position panels above roof vents, requiring the vents to be cut off, many are not aware of the clearance required for fireman, some of the vendors do not secure the panel framework to the roof, each takes a different approach to the solar site survey they have to provide, and vendors want to place the panels on the sunniest part of the roof, not necessarily over the owners manor.

- The new solar policy needs to cover all aspects regarding infringement on other manor owners in the building (e.g., if the panels are over their part of the roof, they cannot install skylights or solar panels in the future).
- Install sidewalk lighting at SE corner of building 2108.

Open Items:

- Preparation of electric vehicle policy (waiting for external electrical inspection by Sang Electric).

TASK FORCE ON PARKING

Ms. Williams reported Entries 13-16 have red curbs, but no sign is posted yet. Mr. West will check on the status. Entry 7 curb needs to be painted red. The garbage truck cannot get in, so emergency vehicles will not be able to enter either. Ms. Swisher put in a request to have the curb painted red.

LANDSCAPE AND GROUNDS, FIRE CLEARANCE

Ms. Pollon submitted her report as follows:

FALL 2018 MAINTENANCE REPORT-no change from October

As the weather cools and the day lengths shorten irrigation will become less frequent even if the warm weather continues.

Residents can look forward to the fall colors of Red Maples, Liquidambar and Nyssas.

LAWN MAINTENANCE Lawns will be over seeded between October 1st and November 15th.

WATER USE August is the highest water consumption month of the year due to high temperatures and long day lengths. After September irrigation use will continue but drop steeply even if warm weather continues.

ENTRY MAINTENANCE Entry maintenance crews will finish summer pruning tasks and start transitioning to fall cleanup.

RESIDENT REQUESTS

If you have landscape *maintenance* requests (pruning or irrigation), please direct them to the MOD work order desk. If you have landscape *improvement* requests please contact your mutual landscape representative.

WORK ORDER DESK
By phone: 988-7650

By email: WORKORDER@ROSSMOOR.COM

INFORMATIONAL ITEMS

MOD CREW DAYS: MOD will return for 13 days beginning today or tomorrow. The work plan is attached.

TREE ITEMS: Permit applications to remove 2 trees have been submitted to the city of Walnut Creek as follows

- 1941 and 1957 Skycrest 2 Pine trees Pending

Permission was received from the city and by the board to remove a Pine tree at 1909 Skycrest. That work will occur in the coming weeks Pending-\$1,500

Remaining Landscape rehab funds ~8k. Will be used for MOD days
Remaining Tree funds ~4k

BOARD ACTION ITEMS: None

Ms. Williams reported that there were some resident concerns about the blowing of leaves. Ms. Pollon asked residents to leave the leaves alone and to call MOD so she can come out and see what is going on. Carports are not blown. It is a resident's responsibility. Due to the weather and smoke, the crew was sent home. Ms. Pollon will do a tree walk with Waraner in the first of the year.

BUILDING MAINTENANCE REPORT

Mr. West reported the following:

ACTION ITEMS: Proposal review and Approval

1. Replacement of Trash enclosure doors in entry #1 – Contractor: Five Star Estimate to install Two new PVC Vinyl Doors – (Estimate Presented to the Board). Mr. West reported the cost of the gates (doors) is \$2,475.

INFORMATION ITEMS: Work in progress or completed.

Mr. West reported that they are looking for dry rot in Entries 1 and 3B. Eric Howard is checking decks. They will do painting in the spring. They will also look at carports for dry rot.

1. 1617 SC under slab hot water leak – Five Star to replace hot water line (Work in progress).
This has been repaired. Five Star is doing the “put back” (sheetrock, etc.).
2. Exterior electrical Panel inspection and Lube – Contractor: Sang Electric. NTE. \$5,000.00 (Work in progress).
3. Inspection of Buildings for water pressure and slab leaks – Contractor: Five Star – T & M work.

- (work scheduled).
4. E- 10 Leaking Fire Hydrant – Contractor: Fire Protection Management to replace Hydrant. (Scheduled).
 5. 2128 TC Window warranty work – Five Star to inspect and repair as needed. (Scheduled).
 6. 1657 SC - #15 Foundation crack and dry rot repairs – Contractor Five Star Cost \$1,580.00 (work completed).
More dry rot was found, so there will be a change order.
 7. Entry 10 - 2018 DuraLast Roofing Project for 13 Buildings – Contractor: A-One Construction (Work Completed). Doing a punch list on the downspouts.

ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE

Ms. Swisher reported the following:

- Alterations Updates - Resident alteration requests covering the period 05/01/2018 to 10/31/2018 include:
 - 19 alterations were approved by the Board and are in progress
 - 4 alterations require clarification by the Board before approval.
 - 1 alteration will be cancelled due to manor owner cancelling alteration.
 - 22 alterations were completed.
- Compliance Updates
 - No compliance issues affected any alterations. However, the Board needs to address the solar panel policy in the next two months based on upcoming alterations.

EMERGENCY PREPAREDNESS COMMITTEE

Steve Adza reported that EPO did a presentation on their new website. Go to Rossmoorepo.org and you will see a lot of information was posted. On October 30th, there was a PG&E forum. The vegetation manager, Matt McClean attended. His next property inspection will be in February 2019. PG&E topped some trees under their wires. The next CERT meeting will be on November 20, 2018.

COMMUNICATIONS COMMITTEE

Ms. Williams reported there will be a newsletter in January.
Carl Brown has added some changes to the website. It now works faster.

POLICY COMMITTEE

No update. The scheduled meetings were used for executive session. The committee will start again in the New Year.

OFFICERS REPORTS

1. Ms. Swisher reported that she would like to use the President's report as the mechanism for listing any work orders over \$500 that were signed during the past month by her per the requirements of the Board to ensure financial disclosure in the meeting minutes. The following 6 work orders were signed by her:
 - Install new PVC vinyl trash enclosure doors in entry #1 for \$2,475.
 - Replace leaking hot water domestic water lines for 1617 Skycrest Drive #21 for \$4,500.
 - Remove and replace 45 square feet of concrete walkway in front of 1625 Skycrest Drive Entry 10 for \$1,200 billable to the Mutual.
 - Perform Water Leak Evaluation Test at 1902 Skycrest Drive for \$720.
 - Replace 130 sq. ft. of asphalt in Entry #10 for \$1,350.
 - Signed Board approved gutter cleaning contract for November 2018 and February 2019. Final contract was for \$14,438 which was \$200 less than previously approved.
1. Vice President: The Board is currently looking for volunteers for this vacant position.
2. Treasurer: Ms. Williams read her Treasurer's report. As of 10/31/2018, the YTD Reserve Fund balance is \$1,491,735 and the YTD Mutual Operating Fund balance is \$75,120. The Operating Fund shows an excess of revenue over expenses while the Reserve Fund shows a deficiency of revenue over expenses. For the month of October, Mutual operating expenses were under the budget by \$6,527. Expenditures in Building Maintenance & Public Works, Utilities, and Professional Services were higher than budgeted, while expenditures in Landscape Maintenance, Custodial Services and Insurance were lower than budgeted.

Delinquent Accounts: Fourth Mutual continues to have one account that is 90 days overdue. The Board previously voted to approve a payment plan with the owner. The owner has not been paying. The Board is taking steps to ensure payment is forthcoming.
3. Secretary: No report

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ANNOUNCEMENT

The next meeting is the Regular Board Meeting scheduled for January 21, 2019 at 1:30 p.m. in the Board Room at Gateway.

ADJOURNMENT

Having no further business, the meeting adjourned at 2:41 p.m.



Anne Paone, Assistant Secretary
Fourth Walnut Creek Mutual

***The Board of Directors met in executive session on October 10, 2018 at 3:30 p.m. to discuss the following:

1. Member Matters
2. Legal Issues

Having no further business, the executive session adjourned at 4:30 p.m.

***The Board of Directors met in executive session on October 18, 2018 at 12:00 p.m. to discuss the following:

1. Member Matters
2. Legal Issues
3. Contracts

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

***The Board of Directors met in executive session on October 22, 2018 at 4:30 p.m. in the patio area at Gateway to discuss the following:

1. Legal Issues

Having no further business, the executive session adjourned at 5:00 p.m.