

MINUTES  
FOURTH WALNUT CREEK MUTUAL  
TUESDAY, FEBRUARY 18, 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 Tuesday, February 18, 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
	Sheila Peverill	Director

EXCUSED: Penny Wade, Secretary

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 seven residents in attendance.

APPROVAL OF MINUTES

Don Cardinal moved to approve the minutes of the regular session Board meeting of January 20, 2014. Sheila Peverill seconded and the motion carried without dissent.

RESIDENTS' FORUM

None

BUILDING MAINTENANCE REPORT – Rick West

Mr. West reported that he is working on the painting colors for Entry 10. He presented pallets to the Board. The Board agreed to let the residents select their colors and the Board will approve.

The flat roofs at 2589 Pine Knoll and 1217 Skycrest are out for bid.

Stoddard Plumbing to inspect 5 water shut off valves.

MOD is still holding the 10% on Excel Roofing's final payment until MOD receives the permits and warranties.

MOD inspected the utility closets for repair/replacement of latches, hinges, and misc. repairs. The Board previously approved a NTE for \$1500. The work is estimated to cost \$1800.

Ms. Peverill motioned to approve an additional \$300 for repair of items on utility rooms such as latches, hinges, etc. Mr. Cardinal seconded and the motion carried without dissent.

The no smoking signs have all been installed at an estimated cost of \$109.

FISCAL COMMITTEE – Pauline Kelzer

No report.

LANDSCAPE REPORT

Mr. Perona reported that the lawns will be mowed as necessary during the winter months. Lawns will be fertilized in late February or early March 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. The normal schedule for pruning will start on March 1.

Tree Maintenance: Waraner Brothers Tree Service handles all work orders. The first cycle of scheduled tree pruning has been completed. We have applied to the City of Walnut Creek for several tree removal permits. We recently removed a Pine tree at Skycrest Drive, entry 3 and another Pine at Skycrest Drive, entry 11.

Landscape Rehab: The MOD landscape crew is scheduled to work in the mutual for 17 days starting on March 24<sup>th</sup>. The landscape committee and I walked the mutual on January 28<sup>th</sup> and 29<sup>th</sup> to plan out work. We have prioritized several small jobs in each project. We will go out to bid on a few larger projects that should be available for the Board to vote on at the May meeting.

Mr. Perona is considering checking the main domestic water lines to see if they need to be diverted due to large roots from trees.

ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE:

This past month there were 5 alterations approved and 9 in progress.

Ms. Hoyt passed out some copies of the new violation notice forms for the Board to use on a trial basis.

EMERGENCY PREPAREDNESS COMMITTEE – Sheila Peverill

Ms. Peverill reported that there is a need for 3 or 4 coordinators on this committee.

Feeling that she has done all she can for this committee, Ms. Peverill announced that she will be resigning from the committee effective immediately.

Ms. Kelzer motioned to accept the resignation of Sheila Peverill as the Chair of the Emergency Preparedness Committee. Mr. Cardinal seconded and the motion carried without dissent.

#### COMMUNICATIONS COMMITTEE – Penny Wade

No Report. Forward items for the newsletter to Ms. Wade.

#### POLICY COMMITTEE – Karen Hoyt, Chair

The next meeting will be held on March 29<sup>th</sup>, at Creekside from 10 a.m. – 3 p.m. Ms. Hoyt requested that any drafts to the policies be sent to her prior to the meeting. She would like to receive them by March 15<sup>th</sup>.

#### TRUST AGREEMENT COMMITTEE – John Rosenberg, Mike Herr, Co-Chairs

The committee has distributed the revised Trust Agreement to all Mutuals for input as suggested changes. The committee is working to change the percentage for approval from 100% to possibly 75%.

Once the input has been received and reviewed, the document will be submitted to a vote by Mutual Boards. The approval must be unanimous. All Mutuals and the GRF Board must approve. At the same time that the new Trust Agreement is submitted for vote, various amendments will also be submitted for vote. Amendments must also be approved unanimously.

#### PRESIDENT'S REPORT – Karen Hoyt

None

#### TREASURER'S REPORT

Ms. Kelzer reported that there are 3 new delinquencies. There is 1 old delinquency and she will follow-up. Mr. Donner commented that the operating fund is over budget every month due to the expense of water. This has been corrected in the new budget. The Helsing Group will be starting their on-site reserve study for the period of 2014-2017.

#### SECRETARY'S REPORT

No report.

#### OLD BUSINESS

Ms. Hoyt suggested that the Board should keep their current website as there will not be anything offered by Moxxy that the Fourth Walnut Creek Mutual website doesn't already provide. In addition, there will be a link to Fourth Walnut Creek Mutual on the Rossmoor website.

NEW BUSINESS

Unless the Board receives a specific request, there will be no new lighting installed.

ANNOUNCEMENT

The next regular board meeting is scheduled for March 17, 2014 at 1:30 p.m. in the Board Room at Gateway.

ADJOURNMENT

Having no further business, the meeting adjourned at 2:26 p.m. to executive session for delinquency issue.

/s/

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Penny Wade, Secretary  
Fourth Walnut Creek Mutual