

MINUTES  
FOURTH WALNUT CREEK MUTUAL  
TUESDAY, FEBRUARY 19, 2019 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 Tuesday, February 19, 2019 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; Rebecca Pollon, Landscape Manager; and Anne Paone, Administrative Secretary.

Ms. Swisher welcomed 7 residents in attendance.

APPROVAL OF MINUTES

*Ms. Williams moved to approve the minutes as follows: January 21, 2019 - Regular Board Meeting Minutes; and January 16, 2019 and January 21, 2019 Executive Session Meeting Minutes. Mr. Schwartz seconded and the motion carried without dissent.*

RESIDENTS' FORUM

The residents' forum was held. No questions or comments were made.

MANAGEMENT REPORT

No report.

PRESIDENT'S REPORT

Ms. Swisher reported the following:

- Since no one has come forward to fill our Board vacancy, the 4WCM Board has placed a notice in the Mutual 4 Newsletter, the Rossmoor News, and on each trash enclosure requesting anyone interested in becoming a Director should join the current Board members in the Bunker Room at Creekside, Thursday, February 21, 2019 anytime between 6:00 and 8:00 pm for an informal gathering to discuss Director responsibilities. We hope this will generate some interest within our Mutual.
- Finding new Directors has become even more critical since, I am sad to report, the Board received a letter of resignation from Kate Williams at our February 13, 2019

Executive Session effective March 1, 2019. On behalf of the Board, I would like to thank Kate for her excellent service as Secretary, Treasurer, and chairperson of the Parking and Policy Committees. We will miss your expertise and insight on the Board.

- As part of my report, I would like to share some of the information from the January President's Forum.
  - At the request of the Presidents, Mutual 4 provided an update of the LED street light replacement program recommended by the GRF Ad Hoc Technology Committee.
  - One of the Presidents indicated that their Mutual had just completed a long-range landscape plan with Rebecca Pollon. He was recommending this to all Mutuuls since their long-range plan resulted in various cost savings.
  - One of the Mutuuls shared the results of a walk-thru by the Contra Costa Fire Technician. The following is a summary of the findings and recommendations:
    - The biggest fire threats were junipers and coyote brush and should be removed.
    - The next biggest fire threat was pine trees. All branches should be removed within 15 feet of the ground and pine needles cleaned out from below the trees.
    - Dead trees and fallen branches should be removed.
    - Shrubs should be trimmed away from buildings and debris underneath the shrubs removed regularly.
    - Redwoods and California oaks are fire resistant.
  - Paul Donner thanked the Presidents for the ad placed in the Rossmoor News at the end of last year by all of the Mutuuls, thanking MOD and GRF staff for their service and friendship in 2018.
  - At Your Door universal waste pickup has been cancelled by the provider. MOD is looking for a replacement service. Until this is established, residents must take their hazardous waste (except batteries) to Martinez. Mr. Donner reported that a company has been located that will provide partial service for E Waste at your door. He will present this at the next Presidents' Forum.
  - MOD provided a new Alteration and Resale Fee rate schedule for 2019. Mutual 4 included this information in the upcoming newsletter.
  - GRF Public Safety provided 2018 Rossmoor safety statistics. Total calls to Securitas for service remain about the same as 2016 & 2017 for medical assistance, auto accidents and crime. Gate access was down slightly for the year at 3,113,907. Public Safety recommended that Mutual Boards remind their residents to update their guest lists and emergency contacts. Mutual 4 included this reminder in the upcoming newsletter.

#### TECHNOLOGY AND PREVENTATIVE MAINTENACE 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.
- Continued to evaluate EBMUD water reports for Mutual 4 to identify evidence of major underground water leaks.
- Inspected various manors, at the owner's request, to identify maintenance issues.
- Started inspections of entries #10 through #17 Skycrest Drive for wood rot and painting issues.
- Inspected entries for flooding or areas of major water retention during and after the recent heavy rains. Some problems were noted and work is in progress to alleviate the issues.
- The Task Force requested a bid from Five Star to replace the galvanized common domestic water lines under five G-11 buildings with copper. This upgrade should improve water pressure and reduce the amount of minerals in the water exiting the taps in each manor. Piping upgrades needed between the common water line and manors will be identified following these improvements.
- Continued testing the Mutual Modifications computer program to permit entry and retrieval of modifications data that could impact future work (e.g. changes to water line locations, types of piping used in modifications, installation of foundation piers, etc.). The program and user documentation should be provided to MOD by the end of February for beta testing.

Activities Scheduled for Next Month:

- Continue to perform inspections for maintenance issues (drainage, irrigation, subfloor insulation, tree root problems, lighting issues, tripping hazards).
- Perform water pressure and leak testing at 1902 Skycrest Drive.
- Continue working on the solar policy. There are various issues that have come to the attention of the Task Force during policy preparation. These need to be resolved prior to completion of the policy.
- Continue inspections of entries #10 through #17 Skycrest Drive for wood rot and painting issues.

Open Items:

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

TASK FORCE ON PARKING

Ms. Williams reported there are two outstanding issues. Entry 13-16 has a red curb, but people were still parking there. A "No Parking" sign has been installed. Entry 17 needs a red curb. It is pending.

LANDSCAPE AND GROUNDS, FIRE CLEARANCE

Mr. Pollon reported that they are almost done with drain work.

### **WINTER/EARLY SPRING LANDSCAPE REPORT**

#### **MOD CREW**

MOD crews have just completed a series of minor alterations to the landscape as detailed by V. Swisher that should help prevent the exacerbation of dry rot. MOD crews will return for 7 days in the summer, then 9 more in late November.

#### **ENTRY RENOVATIONS**

The board should discuss considering beginning small scale entry renovations starting in entry 1 so that we can keep the landscape current. The proposed order of renovations is attached.

Meanwhile I will also set up a meeting with the residents of entry 12 who have been impacted by the removal of some prominent trees near their parking area to see what remediation they would like done there.

#### **TREE ITEMS**

I have solicited quotes for the **maintenance pruning of all 4WCM districts**. When I have those back I will propose them for completion in the first half of the year.

### **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**

Ms. Pollon created a project list which included entry renovations. They will look at lawns because some might be removed. They will look at aging plants, too. Fourth has quite a bit of Junipers. It is not an emergency, but these should be removed.

Entry 12 had 3 Pine trees removed.

Ed Waraner is putting together a list of trees that have a beetle infestation. (Pine Bark Beetles)

### **BUILDING MAINTENANCE REPORT**

Mr. Donner read Mr. West's report as follows:

#### **ACTION ITEMS: Proposal review and Approval**

1. 2019 Phase I Dry Rot Repair Project - Entries 1 thru 9 - This includes 19 buildings and 14 carports.  
Contractor: MOD – Includes monthly progress reports and YTD costs.  
Total estimate \$ 136,540.00. including Material and Labor. \$50,000.00 already approved by the board at the last board meeting on 1/21/19. The

balance of the contract pending written estimate that the board received on 1/31/19. MOD is looking for the board to approval the remaining balance of \$86,540.00.

(General Building Repair Budget for 2019 is \$182,600.00.)

INFORMATION ITEMS: Work in progress or completed.

1. 2019 Phase I Deck Repair and Deck Coating – This will go out to bid per Scope of work when identified as needing repairs or coating. (2019 Deck Budget \$137,700.00).
2. Inspection of Buildings for water pressure and slab leaks – Contractor: Five Star – (Work in progress).
3. Replacement of Trash enclosure doors in entry #1 – Contractor: Five Star - 2 new PVC Vinyl Doors – (scheduled for install as soon as rubber/ foam padding is purchased).
4. Interior Panel Inspection and Lube - Contractor: Sang Electric – Cost \$7,000.00 (Scheduling April Start date).
5. Exterior electrical Panel inspection and Lube – Contractor: Sang Electric. NTE. \$5,000.00 (Entry 1 complete).
6. 6" Domestic water line leak and emergency repairs by 1610 SC – Contractor: Five Star

Ms. Swisher reported that the Board received a list of the specific dry rot repairs, types of materials that will be used for each repair, and an estimate of hours and material costs from MOD. Based on her documentation from the dry rot walkdown in entries 1 - 9 with MOD, she agreed with the list of work. Ms. Swisher continued to report that based on the estimated hours of labor and labor costs, the Board has calculated a rate of \$85 per hour for labor. Although this rate is slightly higher than many of other contractors, the Board accepts these higher rates because of the unique knowledge and skill sets maintained by MOD that decreases the total man-hours required to do the dry rot work. Also, the quality of workmanship by MOD regarding building repairs has proven very effective in the past, which also translates into a savings in preventive maintenance. Mr. Donner reported that sometimes the rate might be higher because Mr. West has factored in some overages, such as the \$85 amount just mentioned, but the standard rate per hour is \$75.00. Ms. Swisher stated the estimate seems to exclude final painting. Since the cost is approximately \$50,000 below the General Building Repair budget for 2019, she believes the Board is prepared to accept this work by MOD.

*Mr. Schwartz moved to approve \$86,540 for MOD dry rot work for a total NTE budget of \$136,540 as presented in Rick West's report. Ms. Williams seconded and the motion carried without dissent.*

Ms. Swisher reported the procedure for water pressure issues and domestic water line leaks is currently being upgraded to better identify hot water leaks.

American Floor Mats may have an acceptable ½" thick rubber mat material for use on the PVC vinyl doors on the trash enclosures.

The water line leak between 1932 and 1910 Skycrest Drive was about 1 gpm. Locating the leak took a number of hours of hand digging to avoid cables, wiring, and pipes. The 6" pipe had a hairline crack resulting from a tree root growing against the pipe. The section of pipe was replaced and a new plastic composite housing is being installed in place of the concrete cable TV junction box that had to be destroyed during the work.

In the last Board meeting, we asked to have Five Star re-pour the new concrete slab in the walkway from the parking lot to building 1801 Skycrest Drive that has already cracked in numerous places after only a few months. Since re-bar was supposed to be installed during the pour to eliminate this problem, the Board expects that Five Star will re-pour this slab at no cost to the Mutual. Mr. Donner will check with Mr. West.

#### ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE

Ms. Swisher reported the following:

- Alterations Updates - Resident alteration requests covering the period 08/01/2018 to 1/31/2019 include:
  - 12 alterations were approved by the Board and are in progress
  - 4 alterations require clarification by the Board before approval.
  - 32 alterations were completed.
- Compliance Updates
  - No compliance issues were identified in any of the above approved alterations. However, some work has been completed by residents in the past without approved alteration permits. This work is typically identified during resale inspections. Residents are required to obtain proper permits and approvals prior to the sale of their property.

#### EMERGENCY PREPAREDNESS COMMITTEE

Steve Adza reported the EPO meeting was on February 4<sup>th</sup>. Penny Reed was the speaker. She gave an overview of services provided by the Counseling Department.

CERT February meeting was held today at Creekside from 10-12.

Mr. Adza has submitted items for the Fourth newsletter.

The antenna will be relocated. It was in Walnut Creek. It is quite large. The resident that had it in Walnut Creek has passed away. It will not be located in Rossmoor.

#### COMMUNICATIONS COMMITTEE

Ms. Williams reported the newsletter is at the printer. It may be mailed on Friday.

Mr. Brown reported the website might have a user I.D. sign-on. He found software, but he needs to decide how to allocate usage with an I.D. The Board will discuss this at a later date.

## POLICY COMMITTEE

Ms. Williams reported there have been some meetings this month and there is another meeting tomorrow.

## 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 was approved by Ms. Swisher after clarification of the line item charges:

- AMAC Construction work order for \$1960 to repair drywall and clean carpet in 1109 Skycrest Drive #12 due to a rain leak.
  - Attorney fees totaling \$2014 from Adam/Stirling for general legal services.
2. Vice President: The Board is currently looking for volunteers for this vacant position.
  3. Treasurer: Ms. Williams read her Treasurer's report. Based on the Preliminary Financial Report, as of 1/31/2019, the YTD Reserve Fund balance is \$1,532,101 and the YTD Mutual Operating Fund balance is \$85,604. 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 January, Mutual operating expenses were under the budget by \$17,174. Expenditures in Insurance was higher than budgeted, while expenditures in Building Maintenance & Public Works, Landscape Maintenance, Utilities and Professional Services 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.

Based on the new Davis/Stirling requirement that the Board perform a monthly review of the HOA financials, Ms. Swisher asked for a motion to certify the Board's compliance with Civil Code Section 5500.

*Mr. Schwartz moved to certify the Board's compliance with Civil Coded Section 5500. Ms. Williams seconded and the motion carried without dissed.*

4. Secretary: No report

## UNFINISHED BUSINESS

None

## NEW BUSINESS

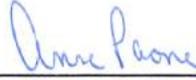
None

## ANNOUNCEMENT

The next meeting is the Regular Board Meeting scheduled for March 18, 2019 at 1:30 p.m. in the Board Room at Gateway.

## ADJOURNMENT

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



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Anne Paone, Assistant Secretary  
Fourth Walnut Creek Mutual

\*\*\*The Board of Directors met in executive session on January 16, 2018 at 1:35 p.m. to discuss the following:

1. Member Matters - Occupancy matter was resolved; three liens are being prepared
2. Legal Issues – Designated occupant form is now in place
3. Contracts – Various contracts were reviewed and requested

Having no further business, the executive session adjourned at 4:13 p.m.

\*\*\*The Board of Directors met in executive session on January 21, 2019 at 3:05 p.m. to discuss the following:

1. Member Matters – Late fees were waived for two residents
2. Legal Issues – Waiting for information from accounting regarding a lien

Having no further business, the executive session adjourned at 4:35 p.m.