

MINUTES  
FOURTH WALNUT CREEK MUTUAL  
MONDAY, FEBRUARY 20, 2018 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, February 20, 2018 in the Board Room at Gateway complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: PRESENT:	Sheldon Schwartz	President
	Judi Southcott	Treasurer
	Judy Becker	Vice President
	Vicki Swisher	Director

ABSENT: None

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

Mr. Schwartz welcomed twelve residents in attendance.

APPROVAL OF MINUTES

*Ms. Swisher moved to approve the minutes as follows: January 15, 2018 - Regular Board Meeting; November 29, 2017, January 10, 2018, January 19, 2018, January 25, 2018 and January 26, 2018 - Executive Session Minutes. Ms. Becker seconded and the motion carried without dissent.*

GUEST SPEAKER – Dennis Bell

Dennis Bell, Public Safety Manager, spoke to the meeting about the recent road closure. WCPD responded to an accident they thought was a fatal accident. A Nixel report went out indicating that Tice Valley Road/Rossmoor Pkwy had been closed by WCPD. Securitas checked from car to car for occupants with medical issues. Securitas enacted their security protocol. Additional Nixel messages could have been sent out. Eventually the Comstock entrance was opened for 10-15 vehicles that were escorted to the gate. Mr. Bell plans to meet with WCPD to discuss better handling of situations in the future. He stated that coordination with the PD next time will be better. Mr. Schwartz suggested that the Mutual would appreciate an article for the newsletter. Mr. Bell indicated that the primary concern was the safety and welfare of the residents. The inconvenience that was caused was unfortunate.

BOARD VACANCY - APPOINTMENT

The Board determined that the previously appointed resident, Louis Gysler, was unable to serve as a Director on the Board. The Board declared that position for the term ending in June 2018 to be vacant.

The Board appointed Kate Williams to the position of Director with the term ending in June 2018.

### RESIDENTS' FORUM

The residents' forum was held.

Trash enclosures are in bad condition. Resident suggested the structures should survive for 10 years. Enclosures need improvements. Using 1x4 boards placed at bottom of doors, primed and painted, and with front door being painted at same time, the cost estimate is about \$10/enclosure with \$100 for labor and painting vs \$3000 previous estimate to replace whole enclosure.

New resident, inquiries: Does the Mutual carry earthquake insurance for the individual buildings? What would it cost to retrofit a single building? In regard to drought impacts, what is 4<sup>th</sup> Mutual doing in regard to catchment (drainage) basins? Egress - What has the Mutual thought about this issue?

Resident thanked the Board for their volunteer service; Landscape issue: needs info on process, no budget for location, got work order to clear flower beds of weeds, was told to submit a plan for what member would like. Ms. Pollon assisted in offering new plans. She confirmed the resident's statements. Weeds can be addressed. Ms. Becker and Ms. Pollon will get together and will respond to the issue.

Resident submitted documents to Ms. Southcott indicating this was the third set of documents provided in regard to her claim for duct work reimbursement. Mr. Schwartz indicated her situation will be resolved very shortly. Ms. Swisher is putting together a resolution and indicated the reason for delay was that the Board needed to validate the research.

### MANAGEMENT REPORT

No report.

### PRESIDENT'S REPORT

No report.

### TECHNOLOGY AND PREVENTATIVE MAINTENACE TASK FORCE

Ms. Swisher reported that drainage inspections continue; they are currently testing leaf diverters; have cleared debris from catch basins, 190 catch basins are complete with ¼ inch wire mesh and some also with sunshade. Approximately 150 remaining. Participating with Sustainable Rossmoor and Mutual 8 with installing recharging stations; continuing walk down of electrical layout to effect EV charging stations. Motion made by Ms. Becker to approve the work order for \$6,000 for sidewalk work in front of 1801 Skycrest #11.

Approved unanimously. 1605/1609 drainage installation continues. Presented the Board with trash enclosure examples. Open items: drone inspections are stalling because a pilot's license is needed and additional insurance is required. Need new members on task force.

### TASK FORCE ON PARKING

Ms. Williams reported that the draft had been submitted on Entry 11 last month. They are working on Entries 7, 8, and 9. She will bring 1<sup>st</sup> draft to March meeting. She is looking for volunteers for the committee on parking issues.

### LANDSCAPE AND GROUNDS, FIRE CLEARANCE

Ms. Becker reported that the hillside area between Entries 15/17 has been planted with 200 dwarf oleanders and bubblers according to the soil engineers plan. Entry 11 near 1801 SC rehabilitation project is in process. Two nearly dead large pine trees were removed. Roots were causing damage to electrical, plumbing and carport foundation. A contract was submitted for \$3,795 with Terra Landscape to rehabilitate area. Ms. Becker moved to accept contract from Terra. Ms. Pollon mentioned that the irrigation lateral was being pinched. Liquid ambers also causing problem. Area needs re-piping. Terra may need to rebuild sidewalk. Ms. Swisher mentioned that work is being done on sidewalks in area for \$6,000. A major plan needs to be coordinated with landscape, MOD and Building Maintenance. Ms. Swisher moved to accept contract with the caveat that the planting is done after the electric, water and sidewalk are completed. Ms. Swisher moved that the landscape project with Terra Landscape not exceed \$4,000. Ms. Becker seconded. It was unanimously approved. Ms. Becker reported that in regard to the project at 1605/1609 (stabilization project), the soil engineer reported that no retaining wall would be needed, but water runoff needs to be controlled. "V" ditches may be necessary. Ms. Pollon reported 1101 SC is completed; dwarf oleanders at 1449 SC will be planted within the next weeks; the irrigation needs to be upgraded at hillside between 2001-2105 where oleanders were planted due to not having enough stations on the clock. Has proposal to replace station/clocks. Ms. Swisher moved to accept proposal to update ET water stations to a 36-station clock for \$6270. Mr. West mentioned the Mutual has budgeted \$35,000 for tree removal, \$62,000 in reserve for landscape, and this is only the beginning of the year. Motion unanimously approved.

### BUILDING MAINTENANCE REPORT

Mr. West reported the following:

1909 SC #11 & #12 - Proposal for \$32,623.55 from Davis Plumbing for copper pipe installation. Ms. Swisher moved and Ms. Southcott seconded. It was approved unanimously. MOD is identifying the roofs that need replacing in Entry 10. Scope of work has gone out to bid today. Deadline for returning bids is March 16. In 2016, balcony inspections were done. None were red tagged at that time. MOD is reexamining these balconies this winter. Some may need recoating to prevent the need to rebuild to prevent structural damage. Dry rot repair is a priority. 1609 SC work was turned over to the developer for interior work. 1605 is still being completed. 2128 TC work including exterior, bldg. stabilization, drywall underneath, and column repair is finally complete. Trash enclosure repair is a good idea if they stand up to punishment of use. Suggested the Board come up with a more permanent solution than the \$110 suggestion from member. Ms. Swisher moved to ratify previously approved contract at 1605 #17/18 exterior drainage with Five Star for \$25,105 and to ratify previously approved contract at 1609 #19/20 exterior drainage with Five Star \$33,230. Ms. Becker seconded. It was unanimously approved. Ms. Southcott indicated that although contracts are not normally approved in executive session, time was of the essence in this instance, and these contracts required immediate consideration.

### ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE

Ms. Southcott reported that there have been six new alteration applications submitted this year, all of which have been authorized for approval by the Mutual. An additional six alterations from last year have been finalized or completed. One application is being held as pending and requires additional information. The Board is currently researching information for this non-standard application.

### EMERGENCY PREPAREDNESS COMMITTEE

Steve Adza reported that at the Feb. 1<sup>st</sup> meeting of EPO a presentation was given on "Map Your Neighborhood". The CERT meeting discussed logistics and management requirements. Of the 288 entries, 210 are covered by volunteers. Entry 15 and 17 do not have an entry coordinator. Radio communications only has 80-90 radio operators in Rossmoor. They are looking for additional volunteers.

### COMMUNICATIONS COMMITTEE

Ms. Williams mentioned that there should be more face-to-face interactions with the community and will be organizing opportunities for members to interact together. Ms. Becker suggested that entry coordinators could work with Ms. Williams to organize events. Newsletter - Penny Wade reported that the due date to submit articles for the SPRING Go Fourth is April 30. She presented an early example of a Go Fourth newsletter. Ms. Swisher mentioned all board members need to approve the newsletter before it is printed. Website – Ms. Swisher also suggested that all website submittals need approval of the Board.

### POLICY COMMITTEE

Ms. Southcott reported that the Board will be conducting town hall-style meetings to present the revised policies to the membership. Those meetings should start in March or April and the Board will notify the membership of the specific dates of those meetings. She asked for volunteers to work with the Policy Committee on the planning of those meetings.

### OFFICERS REPORTS

1. President's Report: No report
2. Vice President: No report
3. Treasurer: As of 1/31/18, the YTD Reserve Fund balance is \$1,578,219. As of 1/31/18, YTD the Operating Fund balance is under budget (has revenue favorable to expenses) by \$25,006. In general, expenses were in line with budgeted amounts for the month. There is one account that is 90 days overdue. The Board previously voted to approve a payment plan with the owner. The owner continues to make payments. There is one account that is 60 days overdue.  
The Budget Committee met with Management and prepared a proposed 2018 budget which includes funds from a \$3,500 special assessment.
4. Secretary: No report.

### UNFINISHED BUSINESS

None

NEW BUSINESS

None

ANNOUNCEMENT

The next meeting is scheduled for March 19, 2017 at 1:30 p.m. in the Board Room at Gateway.

ADJOURNMENT

Having no further business, the meeting adjourned at 3:00 p.m.

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

\*\*\*The Board of Directors met in executive session on February 7, 2018 at 9:00 a.m. to discuss the following:

1. Contracts – Agreement will be sent to the agent representing the members
2. Payment Schedules – Board approved plan submitted.
3. Member issues – Reimbursement-under review
4. Legal Matter-Invoices – Claim against Mutual for loss-of-use. Attorney to draft a letter. Reimbursement claim under review.

Having no further business, the executive session adjourned at 11:30 a.m.

\*\*\*The Board of Directors met in executive session on February 14, 2018 at 1:30 p.m. to discuss the following:

1. Contracts – Board reviewed final draft of settlement agreement. It was unanimously approved; painting contracts to be ratified in open meeting; Reserve Study contract held pending discussion. Additional contracts approved.
2. Legal Matters – Letter approved for Loss-of-Use claim
3. Member Matters – Letter sent accepting payment plan with document for signature.

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