

MINUTES
FOURTH WALNUT CREEK MUTUAL
TUESDAY, FEBRUARY 21, 2017 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 Tuesday, February 21, 2017 in the Board Room at Gateway complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: PRESENT:	Pauline Kelzer	President
	Sheldon Schwartz	Vice President
	Judi Southcott	Treasurer
	Jerome Neuman	Secretary
	Vacant	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. Kelzer welcomed twenty-two residents in attendance.

Ms. Kelzer reported that Lynne Ashdown resigned as the Board director.

Ms. Southcott moved to appoint Judy Becker to a vacated 2018 position. Mr. Neuman seconded and the motion carried without dissent.

Ms. Becker was seated at the table with the Board of Directors.

CONSENT CALENDAR

Mr. Neuman moved to approve the Consent Calendar as presented. Mr. Schwartz seconded and the motion passed without dissent.

(This included January 16, 2017 Regular Board Meeting minutes, January 18, 2017 Special Board Meeting minutes and Organizational Meeting minutes, and February 2, 2017 Executive Session Meeting minutes.)

RESIDENTS' FORUM

The residents' forum was held. A resident asked about the leveling problem with the building on Skycrest. She wanted to know the status. Ms. Kelzer advised her that it will be discussed during the building maintenance report.

MANAGEMENT REPORT

Mr. Donner reported that Commercial Support Services (CSS) uses developmentally disabled adults to clean the laundry rooms and garbage enclosures. Due to a lack of funds, they expected to close their doors in the middle of March. They were only charging \$3 for

the garbage enclosures. They will now charge \$10 per enclosure. Mr. Donner will provide a proposal for the next Board meeting.

PRESIDENT'S REPORT

Ms. Kelzer reported that the eighteen Presidents get together at the Presidents' Forum to share information confidentially.

They discussed the rain and flooding problems.

GRF gives a presentation for the last hour of the meeting.

Gallagher gave a presentation on insurance. The premiums are decreasing this year due to the market and there have not been any large claims.

Tim O'Keefe did a presentation on the possibility of using access cards to control entry to Rossmoor's facilities. He is working with a group of people to figure out an effective plan.

LANDSCAPE AND GROUNDS, FIRE CLEARANCE

Ms. Becker reported that she has some ideas for landscaping. She reminded residents to come to her with any landscaping issues.

Ms. Pollon reported that she and Judy Becker will get together to figure out the budget. Twice a year, the Mutual has crew from MOD to do various projects.

Ms. Pollon reported the following:

LAWN MAINTENANCE: Mowing is occurring every 3-4 weeks as weather allows and irrigation is OFF.

ENTRY MAINTENANCE: Entry crews are focusing on rejuvenation pruning of large shrubs through winter such as Oleander, Eleagnus and Juniper.

TREE MAINTENANCE: Waraner Brothers Tree Service handles all work orders. There are no pending tree removal permits at this time.

LANDSCAPE REHAB: The MOD crew days have been shifted to the end of March. The Landscape Manager will arrange with the Landscape Representative to do a walk and make plans for the year once a representative is assigned.

Ms. Becker would like to know what plants in their entry need to be replaced.

There is a proposal from entry 7 for a sitting area.

Mr. Schwartz moved to approve the proposal for furniture placed in the common area. It will be a table, two benches, an umbrella and chairs. Ms. Becker seconded and the motion carried without dissent.

Entry 7 residents and visitors must respect the common area Use Restrictions. The Mutual will inspect the area at least once a year and pursuant to the same inspections for all common areas.

BUILDING MAINTENANCE REPORT

Mr. West reported the following:

ACTION ITEMS: Proposal review and approval.

1. 2109 SC #2 – Replacement of dry rotted Beams under back balcony.
(Bid proposals presented to the board). EmpireWorks - \$2,660.00 / Joe Matta
Constr. - \$5,990.00 / AMAC - \$6,654.00.
*Mr. Schwartz moved to approve the proposal from EmpireWorks in the
amount of \$2,660.00. Ms. Southcott seconded and the motion carried without
dissent.*
2. 1509 SC Bldg. - Removal and replacement of concrete drain swale on north/west
side of building – Five Star estimate \$1,385.00.
*Mr. Schwartz moved to approve the estimate from Five Star in the amount of
\$1,385.00. Mr. Neuman seconded and the motion carried without dissent.*
3. 1910 SC #8 – Removal & replacement of 247 SF of concrete at rear patio due to
extensive cracking. – Five Star Estimate \$6,181.00. Action deferred for final list of
all requests for 2017.
4. 1509 SC Bldg. – New installation of 2 underground perforated 3” drain lines and 2
drain boxes with metal grates. – Bright View estimate \$2,749.74 / Five Star estimate
\$4,945.00.
*Mr. Schwartz moved to approve the estimate from Bright View in the amount
of \$2,749.74. Ms. Becker seconded and the motion carried without dissent.*
5. 1957 SC #1 – Removal and replacement of drywall ceiling due to extensive
structural displacement cracks. Five Star estimate \$5,675.00
6. 1509 SC Bldg. – Hard wire sump pump under building. Five Star estimate \$985.00.
*Mr. Schwartz moved to approve the estimate from Five Star in the amount of
\$985.00. Mr. Neuman seconded and the motion carried without dissent.*

The following motion was made due to an emergency:

*Mr. Schwartz move to approve the work done at Entry 9-1509 Skycrest by
Davis Plumbing in the amount of \$10,087.38 due to a domestic water
mainline leak. Mr. Neuman seconded and the motion carried without dissent.*

INFORMATION ITEMS: Work in progress or completed.

1. 1605 SC / 1609 SC – Building Leveling – Floor survey and Core sampling
completed.

GEC report sent to board for review. Waiting on ESR structural engineers report. (work in progress). Bertalami recommended doing epoxy injections, so this was sent back out to ESR for a proposal with epoxy injections included.

2. 2128 TC – Ned Clyde Building Re-leveling (Completed) Drainage project (work in progress).
Board to schedule meeting with residents regarding interior work. Waiting for building to settle.
3. 1133 SC – 9 Under building drain line leaks found. Davis Plumbing \$3,001.00. (work in progress).
4. 2137 SC #4 – Section of Drywall at bedroom ceiling damaged due to clogged gutters. (work in progress).
5. Full Gutter Cleaning – All Clear Gutters cost \$7,500.00 (work in progress).
Mr. West advised residents to call MOD if any problems in the next 30 days.
6. 1509 & 1309 SC – Five Star to re attach insulation under buildings. (completed).
7. 2128 TC #6 – broken window from tree branch, Servpro and Valley Glass. (work in progress).
8. Entries 8 & 17 - two domestic water leaks. Davis Plumbing/ American Leak Detection (completed).
Ms. Southcott moved to approve the proposal in the amount of \$2,037.38 for emergency work. Mr. Schwartz seconded and the motion carried without dissent.
9. Entry 14 – Fire Sprinkler Line Leak. Davis Plumbing/ American Leak Detection (completed).
10. 1109 SC #9 & #11 – Ceiling damage to rear deck enclosures due to clogged gutters. (completed).
11. 2100 SC #12 – Toilet supply line leak. Servpro completed emergency restoration work. Home owner insurance claim for put back.

Mr. West explained that sometimes a contractor's proposal is selected because of the availability of the contractor and experience with the type of work being done. It is not necessarily due to the price.

Ms. Kelzer reported that the Board has previously approved the Ned Clyde contract.

Mr. Schwartz moved to ratify, per section 8.1.2 of the Bylaws, the approval of the Ned Clyde contract for 2128 Tice Creek Dr. Mr. Neuman seconded and the motion carried without dissent.

Mr. West reported that the buildings were constructed from 1969-1971. There is earth movement and underground springs. Older pipes are failing all over Rossmoor.

ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE

Ms. Kelzer reported that there have been about 9 standard alterations recently processed and no applications received for non-standard alterations.

The Board will put together an efficient way to determine resident compliance. This is in progress. There are some serious violations in carports.

EMERGENCY PREPAREDNESS COMMITTEE

Steve Adza reported dates for meetings as follows:

- Entry Coordinator Networking – March 6
- GRF Public Safety Manager, Dennis Bell-April 3
- Family Radio Service Training – May 1
- Counseling Services presentation – June 5
- Entry Coordinator Guide Review – July 10

Mr. Adza has been monitoring drainage at 2128 Tice Creek Drive. There are two clean outs in the front of the building. French drains are flush to the concrete. He is concerned about removal for maintenance.

2200 Tice Creek building was involved in flooding and belongs to Second Mutual, but is adjacent to 2128 Tice Creek and has a common drain line with Fourth Mutual.

Nine drains are connected and discharge to the creek.

A full report will be provided to the Board.

Mr. Schwartz acknowledged and thanked Mr. Adza for his work.

Mr. Schwartz moved to approve \$100 per quarter for Mr. Adza's cell phone. Ms. Becker seconded and the motion carried without dissent.

COMMUNICATIONS COMMITTEE

Mr. Neuman reported that they are looking for an editor for the Mutual's newsletter. He thanked Diane Buonaccorsi for the past editions.

Mr. Brown reported that the price is going up dramatically for the website. That vendor is doing commercial sites now. Mr. Brown will be changing vendors.

POLICY COMMITTEE

Ms. Southcott reported that the policies are being reviewed by the current policy committee. They will report back to the Board with their findings and recommendations.

Mr. Carl Brown is looking into electric vehicle charging stations and Mutual policies for them..

OFFICERS REPORTS

1. President's Report: Ms. Kelzer reported that the Board had an Organizational Meeting. They met with management for briefings and updates. Anyone interested in serving on a committee should contact the Board. Entry 3A has two vehicles plugging into the carport electricity. There are a lot of drainage issues.
2. Vice President: No report because the Board members are new and are learning.
3. Treasurer: Ms. Southcott reported that as of January 31, the budget is under by \$8,669. The reserve fund has \$739,000. There are two delinquent accounts past sixty days and two accounts past ninety days for a total of \$9,000.
4. Secretary: No report.

Ms. Southcott moved to have the Board direct the President to send letters to residents to contact accounting or they will be sent to collections. Ms. Becker seconded and the motion carried without dissent.

Ms. Southcott moved to create a special task force to study the reserve study and the funds and to review the financial needs of the Mutual. Ms. Southcott will chair the committee. Mr. Schwartz seconded and the motion carried without dissent.

Mr. Schwartz commented that he would like residents to be involved.
Mr. Donner stated that he will lend his support to the Task Force.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ANNOUNCEMENT

The next regular board meeting is scheduled for March 20, 2017 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/ _____
Jerome Neuman, Secretary
Fourth Walnut Creek Mutual

President Cardinal called to order a special meeting of the Board of Directors of Fourth Walnut Creek Mutual at 9:30 a.m. on Wednesday, January 18, 2017 in the Fireside Room at Gateway complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: PRESENT: Donald Cardinal President
 Sara Seltzer Vice President
 Mike Leinbach Treasurer
 Nancy Partovi Secretary
 Diane Buonaccorsi Director

EXCUSED: None

Eldon Rowe, Inspector of Elections, proceeded to conduct the meeting and instructed his assistants to remove the ballot envelopes from the return envelopes. Ballots were then removed from the ballot envelopes.

Ballots were tabulated with the results as follows:

Total Ballots received: 190
Ballots invalid or not otherwise counted: 6

Vote Regarding Removal of Entire Board of Directors

Votes in favor: 114 Votes against: 68

Vote to Elect Five New Directors (if necessary)

<u>Name of Candidate</u>	<u>Votes Received</u>
Lynne Ashdown	124
Don Cardinal	34
Pauline J. Kelzer	112
Jerome Neuman	125
Luiz M. Ozorio	27
Sheldon Schwartz	128
Judi Southcott	120
Beverly Terlep	43

This tabulation was conducted and certified by Eldon Rowe, Inspector of Election.