

MINUTES  
FOURTH WALNUT CREEK MUTUAL  
MONDAY, MARCH 17, 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 Monday, March 17, 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
	Penny Wade	Secretary

EXCUSED: None

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 eight residents in attendance.

APPROVAL OF MINUTES

Don Cardinal moved to approve the minutes of the regular session Board meeting of February 18, 2014 and the Executive Session of February 18, 2014. Pauline Kelzer seconded and the motion carried without dissent.

RESIDENTS' FORUM

Ferrell, Skycrest - Entry 17, Ms. Ferrell had a concern regarding the integrity of the building as it is aging. It has been compromised by flooding and poor drainage problems. She saw evidence of water intrusion in her bathroom after a heavy rain. She feels it needs some rehab.

Mr. West commented that they are installing larger downspouts.

Mr. Perona advised that they are working on the swales and the drains have been repaired. The ground has been re-graded so the water flows away from the building towards the drains.

Mr. Perona will check the north side of the building and he suggests using a camera to confirm that the drains are clear.

King, Tice Creek Drive – Entry 8, Ms. King commented that the fascia board is falling off. It is on the back side of the building. Mr. West will make an appointment to meet with her.

#### BUILDING MAINTENANCE REPORT – Rick West

Mr. West reported that the painting for Entry 10 will be deferred until 2015 due to budget constraints.

Carpentry rehab and paint touch-up on Project 21, Entry 10 has already started.

The flat roofs at 2589 Pine Knoll and 1217 Skycrest are slated for this year. Proposals were presented to the Board. The Board has been pleased with the past work of Frank Fiala Roofing and therefore:

Ms. Peverill motioned to accept the roof proposal from Frank Fiala Roofing in the amount of \$58,742 for 2589 Pine Knoll Drive and 1217 Skycrest Drive. Mr. Cardinal seconded and the motion carried without dissent.

Stoddard Plumbing will inspect all water shut off valves. Mr. West is waiting for an estimate.

MOD inspected the utility closets for repair/replacement of latches, hinges, and misc. repairs. The work has been completed at a cost of \$1800.

Phone and email correspondence continues regarding 1429 Skycrest, #6, Entry 8 skylight issue.

2109 Skycrest, Entry 17 has been inspected and new larger diameter downspouts are to be installed.

Due to water intrusion, 2109 Skycrest, #2 needs some interior baseboard work and exterior repairs.

Entry 7 pathway lighting and fountain GFI has been completed by Sang Electric on February 28, 2014.

The hydrant at entry 14-15 (behind 1957 Skycrest) needs a coupler. Stoddard Plumbing can install it on the pipe that runs to the Mutual for approximately \$1,200.

Ms. Peverill motioned to approve the repair at a NTE amount of \$1,200. Mr. Cardinal seconded and the motion carried without dissent.

Ms. Hoyt discussed the sign lights. Skycrest has three that work. Ms. Hoyt suggested they be changed to reflective signs instead of the lights. Mr. West will get estimates for reflective entry signs.

FISCAL COMMITTEE – Pauline Kelzer

No report.

LANDSCAPE REPORT

**LAWN MAINTENANCE:** Lawns were fertilized last week with Turf Supreme, a balanced fertilizer. The water is on, but Irrigation will be adjusted according to weather.

**ENTRY MAINTENANCE:** Entry crews are working on leaf clean up, pruning small trees and reduction pruning of Oleander and other large shrubs.

**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 for permits to remove: a Tulip tree at 2100 Skycrest, two Pines at 2001 Skycrest, two Zelkovas at Skycrest entry 10 bldgs 1613 & 1633.

**LANDSCAPE REHAB:** The MOD landscape crew is scheduled to work in the mutual for 17 days starting 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.

Each project will get 2 smaller jobs done and if there is time, more will be done.

There will be no turf replacement this year due to the uncertainty of the water conditions and EBMUD rates.

Mr. Perona will get proposals for larger projects to present to the Board for the April meeting.

The Board is pleased with the work that Tree Sculpture has done.

LANDSCAPE AND GROUNDS, FIRE CLEARANCE:

Mr. Perona reported there are funds in the 2014 Budget to do the same fire clearance abatement work as done in 2013 to comply with the weed abatement standards of the Contra Costa County Fire Prevention District. He noted more weed abatement clearance would be done this year in the areas facing Skycrest Canyon in Entries 8 and 10. He also reported progress on his work with Cheryl Miller of the Diablo Firesafe Council to seek grant funds to mitigate tall grasses under the power lines in Skycrest Canyon and adjacent canyons, as had been done with Mutual 68 on Eagle Ridge. Ms. Hoyt commented that she supports seeking the grant funds and that previous fires had started under the power lines. Mrs. Peverill added that the Fire Prevention Program adopted by the Board last year worked well and wants to see it repeated this year. Mrs. Kelzer offered to share photos with Ms. Miller that were taken in January of conditions under the power lines and in the high canyons surrounding Skycrest, Oakmont, Pine Knoll, and Stanley Dollar. Mr. Perona agreed with the idea and

acknowledged that evidence and documentation of need is a strong point in grant applications.

ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE:

This past month there were 5 alterations approved and 1 in progress.

Ms. Hoyt commented that she isn't receiving many alteration applications. Mr. Donner commented that if they are standard, the applications do not go to the Board. Only non-standard applications go to the Board for signature.

The Board would like a list/report that contains all alterations in progress. They requested that these be listed on the alterations report. Mr. Donner will follow-up.

EMERGENCY PREPAREDNESS COMMITTEE – Sheila Peverill

Mr. Steve Adza reported that there was a CERT seminar this past weekend. The main topic was setting goals for the next twelve months. Recruitment was also discussed. There will be a demonstration by CERT on April 5, 2014. He commented that he would like to have radio usage promoted. Currently, seven out of the fifteen entries have radio capabilities.

COMMUNICATIONS COMMITTEE – Penny Wade

The newsletter, Go Fourth, will be mailed out this week.

POLICY COMMITTEE – Karen Hoyt, Chair

There was a correction to the date for the next meeting. It will be held on March 28<sup>th</sup> at Creekside from 10 a.m. – 3 p.m., not on the 29<sup>th</sup> as previously reported.

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

No report.

PRESIDENT'S REPORT – Karen Hoyt

Ms. Kelzer attended in Ms. Hoyt's place. There was discussion on a proposal to change the percentage from 100% to 75% of Mutuals and members. It was set aside for more study.

TREASURER'S REPORT

Ms. Kelzer reported that she will attend the annual meeting with the auditor on Friday. A question was raised regarding the Mutual's investments. Ms. Kelzer reminded the Board that the funds are controlled and cannot be invested in any high-risk or risky types of investments. This generally translates to a lower return on the investments.

There were three transfers from reserves to the operating account for a total of approximately \$150,000. The finances look good, except for delinquencies.

The accounting process was discussed regarding timing of collection letters, 30-60-90 days.

Ms. Kelzer commented that she would like lease letters to be sent as a courtesy.

#### SECRETARY'S REPORT

No report.

#### OLD BUSINESS

Ms. Hoyt reported that regarding complaints about lights shining into bedrooms, a metal shield can be installed if the light is on the same side of the walkway as the building.

Ms. Peverill reported that the vehicle that was parking in Entry 10 is now parking in Entry 8 at the carport assigned to 1413 Skycrest #2. This is a leased carport. She believes it does not have a current registration or an inoperative tag.

#### NEW BUSINESS

None

#### ANNOUNCEMENT

The next regular board meeting is scheduled for April 21, 2014 at 1:30 p.m. in the Board Room at Gateway.

#### ADJOURNMENT

Having no further business, the meeting adjourned at 3:05 p.m. to executive session for delinquency issue.

/s/

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Penny Wade, Secretary  
Fourth Walnut Creek Mutual