

MINUTES
FOURTH WALNUT CREEK MUTUAL
MONDAY, APRIL 16, 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, April 16, 2018 in the Board Room at Gateway complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: PRESENT:	Sheldon Schwartz	President
	Judy Becker	Vice President
	Vicki Swisher	Director
	Kate Williams	Director

ABSENT:	Judi Southcott	Treasurer/Sec
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Representing Mutual Operations were Paul Donner, Director of Mutual Operations; Rick West, Building Maintenance Manager; Rebecca Pollon, Landscape Manager and Anne Paone, Administrative Secretary.

Mr. Schwartz welcomed nine residents in attendance.

APPROVAL OF MINUTES

Ms. Becker moved to approve the minutes as follows: March 19, 2018 - Regular Board Meeting Minutes. Ms. Williams seconded and the motion carried without dissent.

RESIDENTS' FORUM

The residents' forum was held.

A resident mentioned the path in front of his house is torn up due to rains and a sprinkler break. He was advised it will be taken care of.

A resident asked if the Mutual had any plans for solar. She was advised that the newsletter will have information. The Mutual is looking into solar.

Mr. West commented that there are solar panels that can be installed above carports that can also be used for electric car chargers.

A resident was concerned about a fire coming from the Lafayette side to Skycrest Drive. Ms. Pollon and Ms. Becker met with Ed Waraner regarding the fire break and tree trimming. She has proposals that go above and beyond what is mandated by the City.

Mr. Schwartz asked the members to fill out the Redwood Room survey. There is consideration being given to whether food/snacks can be offered in the future or even if this is wanted by the residents.

MANAGEMENT REPORT

Mr. Donner reported that it may not be worth the effort for the Mutual to install solar to power the carport lights, etc. These are items that the Mutual pays for and residents can make their own decisions.

PRESIDENT'S REPORT

Mr. Schwartz reported items will be covered on the agenda.

TECHNOLOGY AND PREVENTATIVE MAINTENANCE TASK FORCE

Ms. Swisher thanked Mr. Donner for setting up the Legal Seminar. The attorneys did a great job. Mr. Donner stated that Ms. Paone was responsible for the seminar. The Board thanked her.

Ms. Swisher reported the following:

Last Month's Activities:

- Continued drainage inspection and mapping program
 - Many gutters are showing signs of rust and splitting seams. Researching the potential to install gutter liners versus installing new gutters.
 - Continuing to clear debris from numerous catch basins and drain pipes; issuing work orders if pipe must be snaked or replaced; this is an ongoing effort.
 - Continuing installing ¼ inch wire mesh or sunshade under catch basin grates to stop debris from entering catch basin and plugging drainage pipes; 305 basins completed to date, approximately 40 basins to go.
 - Sunshades have been removed due to blockage problems. Placed 1/8 inch wire mesh in 3 catch basins that are surrounded by dirt to determine effectiveness.
- Continued to monitor work on new drainage system installation behind buildings 1605 & 1609 Skycrest Drive. Exterior concrete work complete. Trench completed for drain lines. Further work slowed by rain.
- Continued inspections to identify tree roots impacting sidewalks and foundations; results provided to MOD Landscape manager to determine whether the roots can be removed without damaging the tree. There are dozens of instances where roots are paralleling the sidewalks, but have not impacted the concrete. Work orders are issued, as needed, to make repairs.
- Another repair is in progress in one of the G-11 manors to eliminate a blockage in one of the steel domestic water pipes. We can expect future problems and need to consider setting aside dollars each year for upcoming repairs.
- Evaluated roofing bids for buildings in Entry #10. Reviewing past work orders to determine water leakage issues for Entry #10 and manor roofs, etc.
- Evaluated sidewalk lighting in front of building #1801 Skycrest. Considering increasing the brightness of the two entryway hanging light fixtures with LED bulbs.
- Started inspection of trash enclosures for dry rot. One will be considered for replacement with PVC vinyl material.

Activities Scheduled for Next Month:

- Continue development of 4th Mutual Preventive Maintenance Plan.

- Continue to perform inspections (drainage, irrigation, subfloor insulation, tree root problems).
- Continue to install catch basin mesh.
- Research methods to eliminate landscape borders trapping water against some buildings; no one fix solves all of the issues.
- Continue researching alternate roofing materials to increase warranty and lifetime of future roofing projects. Entry #10 re-roofing will still be performed using Duro-Last.
- Select trash receptacle enclosure that has extensive wood rot and potentially replace with PVC vinyl to determine durability. Need to assess cost of vinyl versus wood.

Open Items:

- Inspection of buildings for evidence of wood rot
- Preparation of solar policy
- Preparation of electric vehicle policy
- Need to add members to Task Force

TASK FORCE ON PARKING

No update this month.

LANDSCAPE AND GROUNDS, FIRE CLEARANCE

Ms. Becker presented the proposal from Terra Landscape.

Ms. Swisher moved to approve the proposal from Terra Landscape in the amount of \$1,095.00 for Entry 16 planting of 12 one-gallon shrubs; check of bubblers and install where needed; additional staples to hold down the gopher wire; and install 3 yards of small bark to refresh the planter. Ms. Williams seconded and the motion carried without dissent.

Ms. Becker provided the Board with the report from Geosphere Consultants dated April 11, 2018 for their site observations on 1605 & 1609 Skycrest Drive, and Entries 15-17, Buildings 2001 thru 2105 Skycrest Drive. The Board will review.

Ms. Pollon reported that she met with residents of Entry 11. They would like a bench. There would need to be crushed granite installed to be able to get to the bench. The cost of the bench would be approximately \$1,000-\$2,000. A pad or granite area would be \$1,565. A resident asked that the lawn that has a big chunk missing be replaced and shrubs and trees be added. That cost would be \$2,505. The Board will take this under consideration.

Ms. Pollon presented her report as follows:

TREE REMOVALS

- An application for permission to remove 1 Liquidambar tree in front of 1301 Skycrest due to severe lifting of a section of sidewalk is still pending.
- An application to remove 2 Liquidambar encroaching on the building foundation at

- 1833 Skycrest has been submitted to the city
- An application to remove 2 Pine trees, one infested with beetles and one that has poor structure and is leaning at 1957 and 1941 Skycrest has been submitted to the city

LANDSCAPE REHAB REPORT

MOD CREW DAYS: The next MOD crew days will occur in June. The landscape representative and landscape manager will tour closer to that time to identify projects to undertake.

BOARD ACTION ITEMS: To be reported by J. Becker

OTHER: Judy Becker, Vicki Swisher and Rebecca Pollon met with residents of 1801 Skycrest to discuss their requests for the relandscaping behind the carport. Bids are being solicited for the work so discussions can continue about what the mutual is willing to fund, and what, if any, the residents wish to fund.

BUILDING MAINTENANCE REPORT

Mr. West presented proposals for the 2018 roofing project. There is \$296,000 in the budget for roofing. The Board can consider deferring work on the detached carports. The Board will review the contracts in Executive Session.

1609 Skycrest must have the load bearing wall in place before the roof can be done.

A work order was presented for 1309 Skycrest. It was for installation of wallboard where it was removed on the bathroom wall behind the toilet and inside bathroom vanity.

Ms. Swisher moved to approve \$1,580 for 1309 Skycrest work. Ms. Williams seconded and the motion carried without dissent.

Mr. Donner reported that if a resident component fails, the Mutual has an obligation to repair it to mitigate any damages. The Mutual then sends a bill to the resident.

It is listed as TS3D for accounting coding purposes.

Ms. Swisher moved to approve a work order for 1413 Skycrest #8 in the amount of \$3,285. Ms. Williams seconded and the motion carried without dissent.

Mr. West reported the following:

ACTION ITEMS: Proposal review and approval.

1. 2018 Entry 10 DuraLast roofing project.
(Proposals to be presented to the board for vote).
2. 1309 SC Units 3, 4, 5 & 6 Estimate for re-piping due to low water pressure.
Contractors: Davis Plumbing / Five Star (Proposals to be presented to the board for vote).

INFORMATION ITEMS: Work in progress or completed.

1. 1909 SC #11, #12 - Hot and cold water line re-pipe due to low water pressure.

- Contractors: Davis Plumbing / Five Star
2. 1605 SC - Interior put back – Contractors: Five Star and Davis Plumbing.
- (Completed).
Exterior patio and underground drain work ongoing. (Work in Progress).
 3. 1940 SC Carport Damaged. Contractor; AMAC Insurance claim
No cost to the mutual. (Completed).
 4. New Concrete walkway and light wiring install – Contractors; Five Star /
Sang Electric.
(Work in Progress).

ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE

Ms. Swisher reported that there is one large alteration for 1609 Skycrest.

EMERGENCY PREPAREDNESS COMMITTEE

Steve Adza reported the CERT meeting is April 17 at Creekside from 10-noon. The FRS class will be held the first Monday in May at Creekside. There are 288 entries and 210 are covered with volunteers. There are 41 HAM operators on the roster. The equipment is being relocated to an undisclosed location.

COMMUNICATIONS COMMITTEE

Ms. Williams reported the deadline is this Friday for newsletter articles.

POLICY COMMITTEE

No update.

OFFICERS REPORTS

1. President's Report: Mr. Schwartz reported that due to personal reasons, he will step down as President effective immediately, but will remain on the Board as a Director.
Ms. Williams moved to appoint Vicki Swisher as President. Ms. Becker seconded and the motion carried without dissent.
2. Vice President: No report
3. Treasurer: Ms. Williams read the Treasurer's report. As of 03/31/18, the YTD Reserve Fund balance is \$1,549,110. As of 03/31/18, YTD the Operating Fund balance is \$82,385. Both show an excess of revenue over expenses. For the month of March, Mutual operating expenses exceeded the budget by \$2,433. Expenditures in Landscape Maintenance and Insurance were higher that month than budgeted.
Annual Financial Audit: The annual financial audit was performed by Porter & Lasiewicz, CPAs. The audit found that the final statements present fairly the final posts of Fourth Walnut Creek Mutual as of December 1, 2017, and also found that the results of its operations and its cash flows for the year then ended are in conformity with accounting principles generally accepted in the USA. Porter & Lasiewicz presented the Board with the Audit Report for Financial Statements and Supplemental information through December 31, 2017. This financial information will be mailed to the members.
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 been late in paying. The Board is taking steps to ensure payment is forthcoming.

4. Secretary: No report.

UNFINISHED BUSINESS

None

NEW BUSINESS

Decision on signing Helsing letter will be moved to Executive Session. Mr. Donner thanked Mr. West for his 10-year spreadsheet. It really helps in serving the Mutual's needs.

ANNOUNCEMENT

The next meeting is scheduled for May 21, 2017 at 1:30 p.m. in the Board Room at Gateway.

ADJOURNMENT

Having no further business, the meeting adjourned at 3:13 p.m.

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