

MINUTES
FOURTH WALNUT CREEK MUTUAL
MONDAY, APRIL 20, 2015 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 Monday, April 20, 2015 in the Board Room at Gateway complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: PRESENT:	Pauline Kelzer	President
	Sara Seltzer	Secretary
	Nancy Partovi	Director
	Mike Leinbach	Director

EXCUSED:	Donald Cardinal	Vice President/Treasurer
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Representing Mutual Operations were Paul Donner, Director of Mutual Operations; Rick West, Building Maintenance Manager; and Anne Paone, Administrative Secretary.

Ms. Kelzer welcomed thirty residents in attendance.

APPROVAL OF MINUTES

Mr. Leinbach moved to approve the minutes of the regular session Board meeting of March 16, 2015. Ms. Partovi seconded and the motion carried without dissent.

Ms. Seltzer moved to approve the minutes of the executive session Board meeting of March 16, 2015. Mr. Leinbach seconded and the motion carried without dissent.

RESIDENTS' FORUM

Cynthia Davis - Ms. Davis had some landscape requests. There is an area that is just dirt and it blows around when the landscape people come to blow the area. This request will go to Mr. Perona. There is a community walking path that is used a lot behind their home. The residents are requesting that they be allowed to submit a concept to build a partition or screen to block the area. This is considered common area. Ms. Kelzer advised her to take a sheet on the table that explains common area.

Farhad Partovi – Mr. Partovi welcomed back the residents of 1149 #4, who had been displaced from their home for 5 months due to water intrusion. He thanked the Board for turning the area in entry 1 from a swamp to a beautiful living area.

Sheila Gorsuch – Ms. Gorsuch had a question about a 2 page document that the residents received. She was advised that the communication did not come from the Board or the Mutual and therefore they cannot comment.

Ms. Kelzer reported that there was a dispute in entry 7 regarding landscaping. The former president resigned. It was never explained. It happened abruptly with no warning and was a big surprise. After a long process of going through invoices, it was determined that about \$7,000 was in dispute. The matter was settled in December. To date, the Mutual has not received payment and it is in collections.

The Board met with entry 7 residents to pick up where they left off with their landscape development.

Ms. Gorsuch reported that the workers that did the repairs to the sidewalk in front of 2100 Skycrest did a great job, but they left their trash all over the picnic area. Their supervisor will be notified.

Regarding the continuing landscape rehab behind 2100 Skycrest, they are waiting for an appraisal by Diablo Fire Safe Council regarding a proposal for work chips and shredded bark at the top of the canyon which they would like before they move forward with planting. They would like to go forward with the drainage proposal.

Ms. Seltzer reported that it is not formalized yet. They are waiting for plans. She will check with Kevin because they would like to get the drainage in.

John Trinterud - Mr. Trinterud reported that he would like to address the pruning that was done. Several mature camellias were cut down to 6 feet. Some other shrubs were cut down to 3 feet. All privacy is gone and he is concerned that everything is being hacked. Ms. Seltzer asked what kind of plants had been "hacked" and Mr. Trinterud responded "oleander".

Ms. Seltzer stated that she met with Kevin and Rich to discuss entry 10 trimming. There was a lot of overgrowth and a lot of dead wood. Mr. Donner will take a look and pass this along to Rich Perona. Ms. Kelzer said there should be some paperwork to check to see what the orders were for the area.

Colene Reams Trinterud – She is the President of EPO and would like to discuss the storage lockers that are left in the Mutual. She would like an exclusion for the storage lockers with first aid supplies. She would like them officially approved. They are in the carports, which is exclusive use common area. Ms. Kelzer commented that this will be addressed later in the meeting.

Sally Lowry - She went through the CERT process. This is important and supplies for emergencies are important. The area for the equipment is in the center of their entry, so everyone can meet there. This is also the triage area. She noted that everyone must be prepared for fire as well.

She also thinks that black mold needs to be addressed. There is black mold in her entry. She thinks it is a great health risk.

She would like to be notified when they are pruning her area so she can be there. She doesn't want her area destroyed.

Ms. Kelzer said she is aware of one unit that may have an issue. Ms. Seltzer said it has not been inspected yet.

Dulcie Andres - Ms. Andres would like a note in the 4WCM newsletter about happenings in the entry. She would also like information and a photo of which hose can be used. They cannot be nailed or screwed to the building. People need to be advised when something is happening to their unit or building.

Ms. Seltzer reported that Rich knows to inform her in advance of work being done. Once the rehab plan is started, it is important that residents don't try to stop workers or direct them on how to do their job. This is very hard on the workers.

The property lines between open space and the owners' property is unclear. It is hard to tell where it begins and ends. Mr. West explained that the resident property ends at the back

patio. Ms. Kelzer suggested that there be an inspection of the area that Ms. Andres is speaking about.

Carl Brown reported that if he had landscape and maintenance schedules, he can post them to the website.

ENTRY REPRESENTATIVE'S REPORTS

No reports.

LANDSCAPE AND GROUNDS, FIRE CLEARANCE:

Ms. Seltzer reported that the priorities are entry 10 and entry 16. We are waiting to have a meeting with the Diablo Fire Safe Council to get advice on bark versus chips for fire safety. Both require caution as items need to be done in proper sequence. Entry 10 has some issues regarding boundaries. Entry volunteers are needed. There have been some requests to do something different with the lawns.

Mr. Donner reported that there is no deadline yet to do the fire breaks. The notice usually comes in May.

BUILDING MAINTENANCE REPORT

Mr. West reported that there is a proposal for 2100 Skycrest from Five Star.

Ms. Seltzer motioned to approve the proposal from Five Star in the amount of \$2,500 for removal and replacement of 100 square feet of sidewalk concrete at 2100 Skycrest. Ms. Partovi seconded and the motion carried without dissent.

Regarding 1441 Skycrest, Mr. West reported that Don Cardinal was working on this item. He is going to speak to the resident about the proposal for payment on this job. The Building Committee agreed on the cost for the scope-of-work and agreed that Don will approach the owner about the copay. Once the copay agreement is in place, Mr. West will bring it back to the Board.

Mr. West has 2 of the 3 proposals for the roofing project. During the Building Committee meeting, they decided that they will only do 2 buildings this summer instead of 3 because of the budget. Buildings 1413 and 1833 will be done this year and 2116 will be deferred to 2016.

Mr. West has a proposal from Sorenson for \$79,000 and All Season for \$101,000. Ben's Roofing will be the third proposal.

Mr. West reported the following:

Work in progress:

1. 2128 TC – G-11 building. Bertolami Engineering has sent initial report on building structure. Soil Engineer GEC Consulting has also created report to be presented to the board with recommendations. (Presented to Board) Est. \$2,000 board approved NTE \$1,000.

The structural engineer required additional money for the soils report.

Mr. Leinbach motioned to approve an additional \$1,000 for the soil study at 2128 Tice Creek. Ms. Seltzer seconded and the motion carried without dissent.

Ms. Kelzer reported that they want all eight interiors inspected. Mr. West is to add this to the scope-of-work for the structural engineer.

2. 1441 #2 SC– Removing tree root, removal and replacement of back patio slab. Five Star est. \$ 3,600.00 / Fence R&R \$4,650.
3. 2015 Roofing project bids for roof B/U 1413, 1833 (Presented to Board). 2116 deferred until 2016.

Follow- up:

1. All Clear is in the process of completing S/D battery replacement. They currently have completed all but 30 units. Notices have been put on doors.
2. 2128 TC - carport carpentry repair has gone out to bid.
3. 1910 SC – 2109 SC conducting ongoing dry rot inspections.

ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE:

Ms. Kelzer reported that there is extensive work being done in the Mutual. She reminded the residents that the alteration application needs to indicate exactly where items will be placed. The Board is doing the best that they can to review the applications. It can take from 7-10 days to process applications.

Ms. Kelzer sent some letters out regarding compliance issues. The items have been corrected.

Ms. Seltzer reported that the Board sent out the encroachment letter in the fall. There have been mostly positive responses. The Board is trying to work on these issues. If someone wants to volunteer to check compliance and knock on doors and talk to residents, it would be very helpful. Right now, compliance is being done on a case-by-case basis.

Mr. Spires of 1613 Skycrest #3 is requesting that an oversized mailbox be approved. They require deliveries that do not fit in a standard size mailbox.

Mr. Leinbach has seen it and feels it is appropriate. Ms. Kelzer said it will not impinge on another's unit.

Mr. Leinbach motioned to approve the oversized mailbox at 1613 Skycrest #3. Ms. Partovi seconded and the motion carried without dissent.

EMERGENCY PREPAREDNESS COMMITTEE

The Board discussed that Mr. Adza uses his cell phone for EPO business.

Ms. Seltzer motioned to approve the amount of \$25 for Steve Adza's cell phone usage through the end of the year for Mutual business. Mr. Leinbach seconded and the motion carried without dissent.

Ms. Partovi reported that entry 1 has volunteers for EPO. The goal is to do "Map Your Neighborhood" and have a drill. This entry needs to learn everything from the ground up. They are working on it. Some residents plan to go for CERT training.

Steve Adza gave a report. He advised there was an April 6th meeting of the EPO. On April 14th, the current CERT class will graduate. On April 21, the Rossmoor CERT team will hold an activation exercise at 10:00 a.m. across from Gateway. The container is for the equipment stored for the CERT team. There will be a seminar on April 23rd that is co-sponsored by TWCM EPO and GRF. There will be coffee and snacks. There will be a lot of information.

Mr. Adza noticed some weed abatement work being done around entry 10. Due to the drought, he believes this year can be a catastrophic year for fire problems. March, April and October are the most seismically active months. The Hayward fault is overdue.

Ms. Kelzer reported that we have a fire prevention program in place which incorporates weed whacking, diligence, and watching areas carefully. It is even more critical for contractors to haul away debris during the fire season.

COMMUNICATIONS COMMITTEE

No report, but Carl Brown reminded residents that he posts minutes and agendas on the website.

POLICY COMMITTEE

Nancy Partovi reported that they have begun to do some preliminary work to identify what sections of the policies need to be updated and clarified. They will be submitted to the Board and then legal counsel for review.

Ms. Kelzer reported that Fourth Mutual doesn't really have an active committee regarding the Trust Agreement. The TARR committee will need to decide if they want to continue. The Board will study the report that was in the Rossmoor News and decide what action to take at the next meeting. SWCM did not ratify the agreement. The revision of the Trust Agreement needs to be more transparent. If they choose to do so, the Board may abstain because they didn't have time to read and understand the agreement or they may say that they agree to ratify it.

FISCAL COMMITTEE – Pauline Kelzer

Ms. Kelzer reported that they met with the auditor. The Mutual had a passing grade. The auditor suggested that they revise the disclosure language to members specifying what the status is with respect to funding the reserve budget. They need to specify how much of the reserve study is funded.

Mr. Donner reported that he is not concerned with the level of funding now. The Mutual has

\$932,638 in the reserve fund. That, coupled with the building maintenance program and adding in coupon increases in future years, will keep the Mutual funded adequately to handle its maintenance needs.

Ms. Kelzer advised the residents that she and Mr. Cardinal sit down with Rick West and go over the reserve fund to determine what needs to be done.

Mr. West mentioned that the Mutual does work in increments, so it isn't so financially overwhelming. As long as the work is done by 2044, the Mutual is on track.

Ms. Kelzer called for a motion to approve the Helsing Group contract.

Mr. Leinbach motioned to approve the Helsing Group contract. Ms. Partovi seconded and the motion carried without dissent.

Ms. Kelzer called for a motion to approve the ProSolutions contract. They do collections for homeowner's associations. Whenever the accounting department needs to do a collection procedure, the accounting department refers it to ProSolutions.

Ms. Seltzer motioned to approve the contract with ProSolutions. Ms. Partovi seconded and the motion carried without dissent.

OFFICERS REPORTS

1. President's Report: Ms. Kelzer reported that at the last Presidents' Forum, tracking the registration of golf carts was discussed. However, this doesn't affect Fourth Mutual very much.
2. Vice President: None
3. Treasurer: Ms. Kelzer called for a motion to place liens on three properties.

Ms. Seltzer motioned to approve placing a lien on account #04-018-011. Mr. Leinbach seconded and the motion carried without dissent.

Ms. Seltzer motioned to approve placing a lien on APN #189-220-0245. Mr. Leinbach seconded and the motion carried without dissent.

Ms. Seltzer motioned to approve placing a lien on account #04-021-0128. Mr. Leinbach seconded and the motion carried without dissent.

Ms. Kelzer reminded the Board to read the financials.

4. Secretary: None

UNFINISHED BUSINESS

None

NEW BUSINESS

Ms. Kelzer called for a motion to approve the storage bins in the carport in Entry 10 used for Emergency Preparedness. Ms. Seltzer would like a photo so the Board knows what they

are approving. Ms. Kelzer asked Mrs. Trinterud to provide a photo and submit this as a request for the next Board meeting.

ANNOUNCEMENT

The next regular board meeting is scheduled for May 18, 2015 at 1:30 p.m. in the Board Room at Gateway.

ADJOURNMENT

Having no further business, the meeting adjourned at 3:15 p.m.

/s/

Sara Seltzer, Secretary
Fourth Walnut Creek Mutual