

MINUTES
FOURTH WALNUT CREEK MUTUAL
MONDAY, MAY 16, 2016 AT 1:30 P.M.
BOARD ROOM – GATEWAY

President Cardinal called to order a regular meeting of the Board of Directors of Fourth Walnut Creek Mutual at 1:30 p.m. on Monday, May 16, 2016 in the Board Room at Gateway complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: PRESENT:	Donald Cardinal	President
	Mike Leinbach	Treasurer
	Nancy Partovi	Secretary
	Pauline Kelzer	Director

EXCUSED: Sara Seltzer, Vice President

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

Mr. Cardinal welcomed eleven residents in attendance.

APPROVAL OF MINUTES

Mr. Leinbach moved to approve the minutes of the regular session Board meeting of April 18, 2016. Ms. Partovi seconded and the motion carried without dissent.

RESIDENTS' FORUM

Linda Brown – Ms. Brown is a landscape representative and she has asked that the rear landscaping by her unit be revisited. Mr. Cardinal stated that Sara Seltzer and Rebecca Pollon can do a walkthrough with her.

Fran Marx – Ms. Marx asked the Board if her son could continue looking through the dumpsters for cans and such items that may be recycled and sold. The Board was not aware he was doing this, but she was advised this could not be approved. Mr. Donner added that this could be a liability issue. He suggested that she contact counseling to see what programs they offer that may be of assistance to her. He took her name and said he would try to set her up with some help.

ENTRY REPRESENTATIVE'S REPORTS

Entry 16 resident thanked Mr. Donner for his follow-up on an issue.

MANAGEMENT REPORT: Paul Donner

No report.

PRESIDENT'S REPORT: Don Cardinal

Mr. Cardinal reported that the presidents met on April 25, 2016.

GRF will address electric vehicle charging stations. The issue of an influx of co-occupants has become a problem because of the use of the facilities. GRF is receiving complaints. Fourth Walnut Creek Mutual is revising its Bylaws to address who can be a co-occupant. The age is still 55.

Securitas is getting a new site manager. It was suggested that they have more staff on at night versus the daytime.

Solicitors are not allowed in Rossmoor. If you are contacted call security right away.

Beginning the first of the year, there will be a one-time charge of \$10 for licensing of golf carts. This will also alert the Mutuals as to whether it is gas or electric. The Mutual may charge a fee for the use of the Mutual's electricity.

The work order desk will be staffed with an additional person.

LANDSCAPE AND GROUNDS, FIRE CLEARANCE:

Ms. Pollon reported the following:

LAWN MAINTENANCE: Mowing is weekly. The next fertilization will be in end of June. Water restrictions have been lifted but water conservation will continue within reason.

ENTRY MAINTENANCE: Entry crews are working on scheduled pruning, spot spraying weeds, leaf cleanup.

TREE MAINTENANCE: Waraner has completed the tree maintenance specified in the walk but we are waiting on approval for some removals from the board. The trees that should be prioritized are the dead Pine in entry 13, the dead Redwood in e.8 and the Pear in e.8.

LANDSCAPE REHAB: Rehab work will begin in M4 in the beginning of June. Several lawn removal rebates have been approved by EBMUD.

Ms. Pollon reported that the Mutual has received \$3,500 in EBMUD rebates. Fire abatement, which is close to the buildings, will be done next week.

Mr. Donner reported that disking is done through GRF.

BUILDING MAINTENANCE REPORT

Mr. West reported the following:

ACTION ITEMS: Proposal review and approval.

1. 1801 SC #1 – Rear Balcony dry rot repairs completed by AMAC.
Estimates for new deck coating. - Perfect Paint \$5,700.00 / EmpireWorks \$11,041.54 and MacFarland \$7,450.00.

Mr. Leinbach moved to approve the proposal by Perfect Painting in the amount of \$5,700 for new deck coating at 1801 Skycrest #1. Ms. Partovi seconded and the motion carried without dissent.

2. 1509 SC #6 – Rear deck repair (estimates) AMAC \$1,780.00 for carpentry / Perfect Paint \$3,625.00 for deck coating / EmpireWorks \$10,106.24 for complete scope of work.

Mr. Leinbach moved to approve the proposal from AMAC in the amount of \$1,780 for carpentry work done at 1509 Skycrest #6. Ms. Partovi seconded and the motion carried without dissent.

Mr. Leinbach moved to approve the proposal from Perfect Paint in the amount of \$3,625 for deck coating at 1509 Skycrest #6. Ms. Partovi seconded and the motion carried without dissent.

3. 1910 SC Bldg. – Replacement of 8x8 post and deck beam due to dry rot. Estimates AMAC \$34,495.00 / Gauthiers \$25,385.00. AMAC lowered its estimate to \$30,000.

Ms. Partovi moved to approve the proposal from AMAC in the amount of \$30,000 for replacement of an 8x8 inch post and deck beam at the 1910 Skycrest Building. Mr. Leinbach seconded and the motion carried without dissent.

4. 2128 Tice Creek – soils structural engineers report was sent out for submission of proposals by the deadline of 6/1/16.

Mr. Leinbach moved to approve a NTE amount of \$2,500 for a second, floor level survey from GEC Soils Engineer. Ms. Partovi seconded and the motion carried without dissent.

INFORMATION ITEMS: Work in progress or completed.

1. 2016 Roofing Project - Building #2116 TC. & Eight carports at Entries A, 7A, 8 and 9. Sorenson Roofing cost (\$ 69,050.00). (Start date 5-2-16. work in progress).
2. 1940 SC #11 – Install of new PEX hot and cold water lines to master bathroom shower due to low water pressure. Davis Plumbing cost \$1,599.35. (Scheduled). The cost with permits was \$2,231.90.
3. 1413 SC #8 – Master bathroom under slab drain line break. Davis Plumbing repair cost \$1,599.35/New vinyl flooring, concrete, drywall and paint. Five Star cost \$1,595.00. (Work in progress).
4. New 10-year smoke detector - Sang Electric \$20,900.00 (Work in progress).
5. 2128 TC – Soils Engineer Report and Structural Engineer drawings. Sent to the Board for review and put out to bid. Dead line for receiving proposals 6/1/16.
6. 1817 SC #5 – Roof Leak around drain caused damage to master bedroom ceiling. Five Star cost \$6,200.00. Included drywall repair and new heat pump. (Completed).

7. 1605 SC #17 – AMAC scheduled for replacement of dry rot wood under sliding glass door. (Completed).
8. Asphalt Repaving for Entry 11, 15 and Entry 16 SVP - \$90,687.44 Silicone Valley awarded contract. (Completed).

ARCHITECTURAL CONTROL AND ALTERATIONS: COMPLIANCE:

Mr. Cardinal reported that YTD, there were 56 completions, 33 processed and 28 permits issued.

EMERGENCY PREPAREDNESS COMMITTEE

Mr. Cardinal reported that the fire season preparations are on schedule. The Rossmoor News announces training sessions for CERT, HAM, and FRS.

Sheila Gorsuch reported that John Trinterud and Steve Adza place calls to the CERT command center. There are only 60 trained people for all of Rossmoor. EPO has 2 training sessions a year for FRS.

Mr. Leinbach announced that Mr. Adza resigned on April 18 as the acting chair of the EPO. The Board thanked him for all of his work. Since he is no longer on the committee, the following motion was made:

Mr. Leinbach moved to terminate the phone subsidy for Mr. Adza's phone. Ms. Partovi seconded and the motion carried without dissent.

COMMUNICATIONS COMMITTEE

Newsletter - Ms. Partovi reported that they are in the beginning stages of the next newsletter. The goal is to have it published at least twice a year, maybe more. They are looking for articles from EPO.

Ms. Partovi and the Board thanked Carl Brown for all of his work with the Mutual. Mr. Brown stated that although he is newly elected to the GRF Board, he will continue to support the Mutual's website.

POLICY COMMITTEE

Ms. Partovi reported that the Board is continuing to meet. The Board has approved all but one of the policies. After all the drafts have been approved, the draft policy manual will go to the attorney for review. Then it will be sent out to residents for a 30-day comment period. The Board will consider all comments before adopting the policies.

OFFICERS REPORTS

1. President's Report: None
2. Vice President: None

3. Treasurer: Mr. Leinbach reported that as of April the Mutual had \$6,500 in the operating fund. The Mutual is \$1,400 better than budget. YTD, the Mutual is \$18,000 better than budget. The accounts receivable aging shows that 94% of \$17,000 is attributed to two members.
4. Secretary: No report.

UNFINISHED BUSINESS

The Board wanted to clarify that at its April board meeting a motion was made to send account #04020044 to collections for the placement of a lien on the property.

NEW BUSINESS

Mr. Cardinal announced that the annual meeting will be held on August 4, 2016. It will be in the Fireside Room at Gateway. There will be articles in the Rossmoor News.

ANNOUNCEMENT

The next regular board meeting is scheduled for June 20, 2016 at 1:30 p.m. in the Board Room at Gateway.

ADJOURNMENT

Having no further business, the meeting adjourned at 2:20 p.m.

/s/ _____
Nancy Partovi, Secretary
Fourth Walnut Creek Mutual