

MINUTES
FOURTH WALNUT CREEK MUTUAL
MONDAY, May 15, 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 Monday, May 15, 2017 in the Board Room at Gateway complex, 1001 Golden Rain Road, Walnut Creek, California.

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| ROLL CALL: PRESENT: | Pauline Kelzer | President |
| | Sheldon Schwartz | Vice President |
| | Judi Southcott | Treasurer |
| | Jerome Neuman | Secretary |
| | Judy Becker | Director |

ABSENT: None

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

Ms. Kelzer welcomed seventeen residents in attendance.

APPROVAL OF MINUTES

Mr. Schwartz moved to approve the minutes as follows: April 17, 2017 – Executive Session, April 17, 2017 – Regular Board Meeting. Ms. Becker seconded and the motion carried without dissent.

RESIDENTS' FORUM

The residents' forum was held. A resident discussed landscaping issues such as trees that have been removed and not replaced. Some concrete rubble needs to be removed behind 1413 Skycrest.

A resident asked about the status of repairs to the 2128 Tice Creek building. She also asked when the interior repairs will be started.

A resident asked about insurance as it pertains to loss-of-use. She would like to see more communication. There are some foundation issues and her concern was moving out for 4-6 weeks. Mr. West will provide her with more information as he receives it.

A resident discussed parking and open spaces. Her neighbor was given incorrect information by another resident. He was advised by another resident he could not park in Entry 8 unrestricted open parking spaces. President Kelzer clarified the Mutual's parking policy and informed the speaker that any resident can park a vehicle in an unrestricted open space for a maximum of three days. After that, the vehicle must be moved to a new space.

MANAGEMENT REPORT

No report.

PRESIDENT'S REPORT

Ms. Kelzer reported the letter sent by Mutual Presidents to real estate brokers was effective asking their cooperation with better control of contractors and workers. She reported replies were received from realtors stating their willingness to work on the problem and to help with getting the word to contractors they must obey work rules and hours, respect residents' rights, avoid illegal dumping, and show courtesy in all workplace settings.

Ms. Kelzer reported there will be a change of leadership next month in the Presidents' Forum as well as possible changes related to the GRF Board's leadership due to terms of office ending and election of new officers.

LANDSCAPE AND GROUNDS, FIRE CLEARANCE

Ms. Becker presented a design for the Entry 15 renovation and answered questions from the Board and Management. In general the design was well-received and included an itemized scope of work to enable the implementation to be phased over two years or more if funding limitations required it. Questions were asked and answered during the design review and the Board encouraged Ms. Becker to move ahead with the design.

Ms. Becker reported on other landscape projects in several other Entries and noted some trees that had to be marked for removal due to drought damage or disease.

Ms. Pollon reported the following:

LAWN MAINTENANCE: Turf mowing has resumed on a weekly basis. Aerating, spring fertilization and treatment for grubs will take place in the coming weeks. Irrigation is now ON. The system is checked regularly but if leaks or 'geysers' are spotted please report them to the work order desk as soon as possible.

ENTRY MAINTENANCE: Entry maintenance crews are moving to their spring/summer schedule pruning shrubs for size control.

TREE MAINTENANCE: There are no pending tree removal permits at this time.

If you have landscape *maintenance* requests (pruning or irrigation), please direct them to the MOD work order desk. If you have other landscape requests please direct them to your Landscape Representative, Judy Becker.

BUILDING MAINTENANCE REPORT

Mr. West reported the following:

ACTION ITEMS: Proposal review and approval.

1. 1605 SC / 1609 SC – Building Leveling – ESR structural engineers proposal - \$196,768.00
Foundation Of California's proposal - \$198,744.00. Ned Clyde proposal (The Board is waiting for this proposal).

2. 2128 TC – Five Star scope of work and bid proposal for interior repairs to all eight units: Total estimate \$99,450.00.
MOD & Board to schedule meeting with residents regarding interior work.

Mr. Schwartz moved to approve the proposal from Five Star Painting in the amount of \$99,450 for work to be done on eight buildings. Ms. Southcott seconded the motion carried without dissent.

3. 1909 SC Bldg. – Davis Plumbing to install new main copper line under building with new building and unit shut off valves. \$11,990.70 (Will be putting out notices this month).

Ms. Southcott moved to approve the proposal from Davis Plumbing in the amount of \$11,990.70 for work to be done at the 1909 Skycrest building. Ms. Becker seconded the motion carried without dissent.

Out to Bid:

1. Roofing for Entry 10 manors has been sent out to bid.

INFORMATION ITEMS: Work in progress or completed.

1. 1509 SC. Landscaping – New installation of 2 underground perforated 3” drain lines and 2 drain boxes with metal grates. – Bright View \$2,749.74 (scheduled).
2. 2128 TC – Landscaping – Installation of new landscaping around building. Terra Landscape \$8,020.00 (scheduled).
3. 1625 SC /1605 SC / 1617 SC new concrete walkway poured due to tree roots – Five Star \$10,810.00 (completed).
4. 1910 SC #8 – Removal & replacement of 247 SF of concrete at rear patio due to extensive cracking. – Five Star Estimate \$6,181.00. (On Hold).
5. 2109 SC #2 – Replacement of dry rotted Beams under back balcony. EmpireWorks - \$2,660.00 (scheduled).

ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE

Ms. Kelzer reported there were 26 applications processed and 20 permits issued. There were 37 completed alterations.

EMERGENCY PREPAREDNESS COMMITTEE

Steve Adza reported there will be a HAM radio class and exam on Saturday, June 10 and invited all who are interested to take the training class and become licensed.

Mr. Adza reported on several clogged drains that he has found in his inspections and also noted that in general our water control and drainage issues are improving with attention and work. It was pointed out that fire season is near and preparations for compliance with the County Fire Prevention District's weed abatement program are underway. GRF is discing its property in the steeper canyon areas surrounding Fourth Mutual, and the Mutual is planning to eliminate tall grasses with weed abatement before the deadline.

COMMUNICATIONS COMMITTEE

Ms. Kelzer reported the Committee is working well with its ongoing efforts headed by Carl Brown for the website, Penny Wade for the Newsletter, and an Ad Hoc Group that helps with hospitality, such as preparations for the Annual Dinner after the Annual Business Meeting. Ms. Kelzer pointed out the signup sheet for people to help with the Annual Dinner preparations and encouraged residents to volunteer as the event is set for August 3 and help is needed for the flyer, check-in, nametags, table decorations, entertainment, and other tasks.

POLICY COMMITTEE

Ms. Southcott reported the Mutual's policies are currently being reviewed by the Policy Committee. The previous committee members had produced a draft policy update that included many changes and recommendations as well as new policies on Electric Vehicle Charging Stations and Solar Power. The current Policy Committee is reviewing those recommendations. We will be meeting again several times this month and will report back to the Board with our findings and recommendations.

OFFICERS REPORTS

1. President's Report: Ms. Kelzer reported that resales are brisk in Fourth Mutual and sales prices are steadily rising, both of which are indicators of the general health of the Mutual.
2. Vice President: No report.
3. Treasurer: Ms. Southcott reported that as of 04/30/2017, year to date the Mutual Operating Fund is under budget (has excess revenue over expenses) by \$25,582. The year to date Reserve Fund balance is \$793,816. During the month of March, the Mutual spent less on water to date than had been budgeted for, but the savings was offset by the \$23,286 over budget spent on expenditures for Building Maintenance & Public Works.

Delinquent Accounts: Fourth Mutual continues to have one account that is currently 90 days overdue that is in collections and one new account that is 90 days overdue. The Mutual also has two accounts that are now 60 days overdue. The Board is taking appropriate steps to resolve these issues.

4WCM Annual Audit Report:

An audit of the 4WCM financial statements was conducted by Hinricher, Douglas & Porter LLP, the Mutual's audit accountants. A report was subsequently mailed to all the members last month. The auditor's expressed the opinion that the financial statements, the financial position of the mutual as of December 31, 2016, and the results of its operations and its cash flows for the year were in conformity with generally accepted accounting principles. No audit adjustments were found to be required.

4. Secretary: No report.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ANNOUNCEMENT

The next regular board meeting is scheduled for June 19, 2017 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/ _____
Jerome Neuman, Secretary
Fourth Walnut Creek Mutual