

MINUTES
FOURTH WALNUT CREEK MUTUAL
MONDAY, MAY 21, 2018 AT 1:30 P.M.
BOARD ROOM – GATEWAY

President Swisher called to order a regular meeting of the Board of Directors of Fourth Walnut Creek Mutual at 1:30 p.m. on Monday, May 21, 2018 in the Board Room at Gateway complex, 1001 Golden Rain Road, Walnut Creek, California.

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

ABSENT:	Judi Southcott	Treas/Sec
	Sheldon Schwartz	Director

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

Ms. Swisher welcomed twelve residents in attendance.

APPROVAL OF MINUTES

Ms. Williams moved to approve the minutes as follows: April 16, 2018 - Regular Board Meeting Minutes, April 11 – Executive Session Meeting Minutes and March 19, 2018 – Executive Session Meeting Minutes. Ms. Becker seconded and the motion carried without dissent.

APPOINTMENTS

Ms. Swisher reported that the Board received a letter of resignation from Judi Southcott. She sold her unit and is no longer a member of the Mutual.

Therefore,

Ms. Becker nominated Kate Williams as Treasurer/Secretary. Ms. Swisher seconded and the motion carried without dissent.

Ms. Becker nominated Kate Williams as Chair of the Policy Committee. Ms. Swisher seconded and the motion carried without dissent.

Ms. Williams nominated Vicki Swisher as Chair of Architectural Control and Alterations and Compliance. Ms. Becker seconded and the motion carried without dissent.

RESIDENTS' FORUM

The residents' forum was held.

A resident asked when the repair of the lower walkway in front of her building would be done. Ms. Becker reported that the proposal has been approved. The area will be resurfaced and the drains will be raised.

MANAGEMENT REPORT

Mr. Donner reported that items will be addressed throughout the meeting.

PRESIDENT'S REPORT

Ms. Swisher reported that she attended the April 19th Presidents' Forum. The Waterford solar array was discussed. It likely will not be painted, but there will be new landscaping added that should block much of it from view. Solar panels were discussed. The fire department has to approve installations. They require a 3-foot walk-away from the panels. Co-occupants must show proof of occupancy to access facilities. The Rossmoor website will undergo a major upgrade in August.

TECHNOLOGY AND PREVENTATIVE MAINTENANCE TASK FORCE

Ms. Swisher reported the following:

Last Month's Activities:

- Continued drainage inspection and mapping program
 - Continued to clear debris from catch basins and drain pipes; issuing work orders if pipe must be snaked or replaced; this is an ongoing effort.
 - Completed installation of ¼ inch wire mesh under catch basin grates to stop debris from entering catch basin and plugging drainage pipes; approximately 330 catch basins involved in the preventive maintenance project; Checking for catch basins that may have been missed; started process to remove debris from wire mesh as needed.
- Completed installation of new drainage system behind buildings 1605 & 1609 Skycrest Drive.
- Continued inspections to identify tree roots impacting sidewalks and foundations. Results are provided to the MOD Landscape Manager to determine whether the roots can be removed without damaging the tree. Work orders are issued, as needed, to make repairs.
- Continued inspection of trash enclosures to determine ones with worst dry rot problems. One of these will be considered for replacement with PVC vinyl material.
- Continued obtaining lists of historical permits and inspections from the City of Walnut Creek for each manor / building in Mutual 4. This information is useful in determining historical problems and upgrades that can impact our preventive maintenance approach.
- Discussed with MOD a potential method to test domestic water lines for low flow and under slab pipe leaks. Preparing a procedure to perform work.
- Discussed with MOD possible methods of permanently documenting Mutual alterations (e.g. changes to water line locations, types of piping used in alteration, installation of foundation piers, etc.) in an MOD database. Currently Task Force keeps data in an EXCEL spreadsheet.

Activities Scheduled for Next Month:

- Continue to perform inspections (drainage, irrigation, subfloor insulation, tree root problems).
- Research methods to eliminate landscape borders trapping water against some buildings; no one fix solves all of the issues.
- Continue researching the potential to install gutter liners versus installing new gutters. Many gutters are showing signs of rust and splitting seams.
- Continue researching alternate roofing materials to increase warranty and lifetime of future roofing projects. 2-ply bitumen shows promise.
- Request work order to increase the brightness of the two entryway hanging light fixtures in front of building #1801 Skycrest Drive to determine whether LED bulbs provide better light for stairs and sidewalk.
- Continue development of 4th Mutual Preventive Maintenance Plan.

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

Work Orders and Contracts Signed in Executive Session

- Drainage system behind carport #2002 in Entry #11 - \$4,125 billable to Mutual
- Relocation of HVAC condenser for 1613 Skycrest Drive #3 - \$800 billable to Mutual
- Entry #10 roofing project - \$252,963 billable to Mutual
- Re-piping of hot water line due to leak in 1301 Skycrest Drive #3 - \$11,500 billable to Mutual
- Replace drywall and baseboards in hall closet and paint due to leak from shower in 1149 Skycrest Drive #3 - \$985 billable to owner
- Repair carport damage entry #13/16 - \$1855 billable to owner
- Hot water heater leak 1625 Skycrest Drive #28 - \$1650 billable to owner

Ms. Williams moved to ratify the approved items from Executive Session. Ms. Becker seconded and the motion carried without dissent.

TASK FORCE ON PARKING

Ms. Williams reported that they are working on the final third of the project. (E16)

LANDSCAPE AND GROUNDS, FIRE CLEARANCE

Ms. Becker presented a proposal from Terra Landscape to do work at the hillside behind 1605 Skycrest Dr, Entry 10. The total cost is \$8,555.00.

Ms. Becker moved to approve the proposal from Terra Landscape in the amount of \$8,555 for the Entry 10 hillside. Ms. Williams seconded and the motion carried without dissent.

The Board agreed to move the discussion of the Waraner Bros proposal (Fire Abatement) to executive session when they can discuss it with Rebecca Pollon.

Ms. Pollon submitted her report as follows:

All irrigation is now on for the season; please call the work order desk if evidence of irrigation malfunctions are suspected. Lavenders, Catmints and Sages are now coming into full bloom.

LAWN MAINTENANCE Mowing is occurring weekly and has been aerated. Reseeding is complete and some irrigation may be running several times during the day to keep germinating seed moist.

WATER USE Irrigation is on for the season and breaks are likely. If evidence of irrigation breaks are suspected please call the work order desk.

ENTRY MAINTENANCE Entry maintenance crews are working on removing any plants that are more than 70% dead, maintaining fire breaks, treating and removing weeds, and pruning Azaleas, Pieris and Sunset Golds as needed.

For all **LANDSCAPE MAINTENANCE REQUESTS** including pruning, irrigation and entry cleanup please contact the work order desk for immediate assistance.

WORK ORDER DESK

By phone: **988-7650**

By email: **WORKORDER@ROSSMOOR.COM**

LANDSCAPE REHAB REPORT

IRRIGATION REPORT: 4 New Irrigation Controllers Have Been Installed

MOD CREW DAYS: The next MOD crew days will occur in June. The landscape representative and landscape manager will tour the mutual a few weeks prior to that time to identify projects to undertake.

BOARD ACTION ITEMS: To be reported by J. Becker

- 1801 Skycrest-Garden where trees were removed
- 1605 Erosion Control planting on hillside
- 1309 Carport planting
- 2100 Path regrading
- 1605 #17 replanting
- Fire Abatement proposals-**RECOMMEND APPROVING PHASE 1 AND 2**

BUILDING MAINTENANCE REPORT

Mr. West reported the following:

INFORMATION ITEMS: Work in progress or completed.

1. Entry 10 - 2018 DuraLast Roofing Project - Contractor A-One Construction
(Cost \$246,970.00 plus extended 20 year warranty c/o). Scheduling.
An additional \$6,000 extended the warranty from 15 to 20 years.
2. 1301 SC #3 – Re piping of hot water line due to under slab leak – Contractor Five Star \$11,500.00 (work in progress).
3. 1605 SC - Contractor: Five Star Construction - Exterior / patio work.
(Work in Progress).
4. New Concrete walkway and light wiring install – Contractors; Five Star / Sang Electric.
(work in progress).
5. 1309 SC Units 6, re piping Contractors: Davis Plumbing / Five Star
(Completed).
6. New item – 5 Year Balcony Inspection Reserve funding – Estimating that \$57,200.00 to be included in the Helsing study under Balcony Inspections. This will include elevated stairwells, landings and breezeways. (Anything that carries a human 6 feet off of the ground.)
SB721-Now states that a licensed general contractor may do inspections.
7. Entry 17 entry sign repainting (Completed).

ARCHITECTURAL CONTROL AND ALTERATIONS: COMPLIANCE

Ms. Swisher reported that from November 2017 – April 2018 there have been 8 alterations in progress, 2 are under review to determine if placement of the HVAC outdoor condensers are located away from any windows, and 37 have been completed. There have been no compliance issues this past month.

EMERGENCY PREPAREDNESS COMMITTEE

Steve Adza reported May 31st is the weed abatement deadline. June 20th is a presentation by Fire Chief, Robert Marshall, in the Event Center. The 1st Monday is the EPO meeting. The CERT meeting was May 15th and provided information on search and rescue and animal staging. The June meeting will be to practice the setting up of a command post. FRS meets every Saturday.

COMMUNICATIONS COMMITTEE

Ms. Williams reported the newsletter was mailed. The printing and mailing costs were \$1,049.25.

Ms. Williams moved to approve payment for this expense. Ms. Becker seconded and the motion carried without dissent.

POLICY COMMITTEE

Ms. Williams reported that the committee is back in action. They met to go through the revised policies. The attorneys gave some feedback. The committee will be adding solar panels, electric vehicle charging and harassment policies.

OFFICERS REPORTS

1. President's Report: No report
2. Vice President: No report
3. Treasurer: Ms. Williams read her Treasurer's report. As of 04/30/18, the YTD Reserve Fund balance is \$1,580,770 and the YTD Mutual Operating Fund balance is \$85,245. Both show an excess of revenue over expenses. For the month of April, Mutual operating expenses were under the budget by \$2,860. Expenditures in Landscape Maintenance and Professional Services were higher than budgeted, while expenditures in Building Maintenance and Public Works and Utilities were lower than budgeted.
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

1. Inspector of Elections:
Ms. Becker moved to appoint Anne Paone as the Inspector of Elections. Ms. Williams seconded and the motion carried without dissent.
2. It recently came to the attention of the Board that our process for approving Mutual billable work orders and contracts do not meet the obligations specified in the GRF Management Agreement. The Board currently requires a vote of the Board to approve any work orders or contracts in excess of \$500. The GRF Management Agreement that was signed by the Board in 2011 specifies that a vote of the Board is only required to approve work orders or contracts in excess of \$5000. The Chair requests a motion specifying the following work order and contract approval process:
 - The Board authorizes MOD to process all work orders under \$500 that comply with Mutual Policy Section 9.0, Maintenance.
 - The Board authorizes that work orders and contracts less than or equal to \$5000 may be signed by the President or Treasurer for approval.

- Each work order and contract signed by the President or Treasurer must be presented at the next monthly Board meeting to ensure their actions are documented in the meeting minutes and other Board members are aware of the financial implications.
- The Board authorizes the President or Treasurer to sign work orders and contracts over \$5000 in an emergency situation where immediate response is required to protect safety of persons or property. However, the signer must request an Executive Session within 5 days to obtain approval by a vote of the Board.
- The Board requires all non-emergency work orders and contracts in excess of \$5000 to be approved by a vote of the Board.

Ms. Becker moved to approve authorizing the above stipulations. Ms. Williams seconded and the motion carried without dissent.

ANNOUNCEMENT

The next meeting is scheduled for June 18, 2017 at 1:30 p.m. in the Board Room at Gateway.

ADJOURNMENT

Having no further business, the meeting adjourned at 2:35 p.m.

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