

MINUTES  
FOURTH WALNUT CREEK MUTUAL  
TUESDAY, JUNE 17, 2019 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, June 17, 2019 in the Board Room at Gateway complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: PRESENT:            Vicki Swisher            President  
   Linda Brown            Vice President  
   Carolee Perrich        Treasurer  
   Sheldon Schwartz      Secretary  
   Eva Angvert Harren    Director

ABSENT:

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

Ms. Swisher welcomed 9 residents in attendance.

APPROVAL OF CONSENT CALENDAR

*Mr. Schwartz moved to approve the consent calendar with the minutes listed as follows: May 20, 2019 Regular Board Meeting – May 15, 2019 and May 20, 2019 Executive Session Meeting. Ms. Brown seconded and the motion carried without dissent.*

RESIDENTS' FORUM

The residents' forum was held. Resident asked about window washing companies. Insurance was mentioned. Question was asked about fire protection. The Mutual has 150' of defensible space that is disked. Resident asked about BBQs and if they are allowed.

MANAGEMENT REPORT

Mr. Donner is on vacation , so no report.

PRESIDENT'S REPORT

Ms. Swisher reported there was no Presidents' Forum meeting in May.

TECHNOLOGY AND PREVENTATIVE MAINTENACE TASK FORCE

Ms. Swisher reported the following:

Last Month's Activities:

- Continued drainage program by clearing debris from catch basins and drain pipes and removing debris from wire mesh, as needed.

- Continued to evaluate EBMUD water reports for Mutual 4 to identify evidence of major underground water leaks.
- Continued inspections of entries #10 through #17 Skycrest Drive for wood rot and painting issues.
- Evaluated the existing organics composting program. Various cleaning processes and schedules are being tested to determine what works best to maintain hygiene and safety in the trash enclosures. Some residents, in entries without bins, are asking if their landfill bin can be downsized to make space for an organics bin. Based on reviews to date, most landfill bins are at least ½ full on the pick-up date. Unfortunately, a landfill bin ½ the size of most existing bins has the same footprint, so reducing the size will not make room for an organics bin.
- An LED light was installed at the SE corner of 2108 Tice Creek Drive carport to eliminate potential safety issues for residents walking across Entry #A.
- Evaluated various “bumper guard” materials for use on the PVC vinyl trash enclosure doors. A final material was selected and the PVC vinyl doors should be installed next week on one of the trash enclosures in Skycrest Drive Entry #1.
- Continued reviewing the Condominium Design Drawings located at MOD to identify drainage, irrigation, and structural details. MOD has granted permission for Mutual 4 to scan any of the drawings not currently in the MOD electronic database.
- Inspected various manors, at the owner’s request, to identify maintenance issues. The Task Force is trying to inspect and assist in resolving issues at no cost to the Mutual.
- Inspected various Common Areas, at the owner’s request, to identify landscape and erosion issues.
- Continued gathering information to develop water pressure and leak testing procedures for all of the buildings in Mutual 4. Data for entries 12, 13, 14, 16, and 17 have been completed.
- Completed the MOD User documentation for the Mutual Modifications computer program to permit entry and retrieval of modifications data that could impact future work (e.g. changes to water line locations, types of piping used in modifications, installation of foundation piers, etc.). Three MOD personnel have been trained to date. Other MOD personnel will be trained later this month. Beta testing is being performed by MOD. The Mutual Modifications program will be introduced to all Mutuels at the June Presidents Forum.

Activities Scheduled for Next Month:

- Continue ongoing activities listed above (drainage inspections, water reports, dry rot inspections, etc.).
- Continue working on the solar policy. Outstanding issues have not been resolved.

Open Items:

- Perform water pressure and leak testing at 1902 Skycrest Drive. This has been delayed because of remodeling on manor #2.
- Preparation of electric vehicle policy (waiting for external electrical inspection by Sang Electric).

TASK FORCE ON PARKING

Ms. Swisher reported the following:

- At the last Board meeting, the Board voted to approve restricting parking on the right side of the street as you are entering Entry #3B. I signed a proposal for \$587.06 to paint 200 feet of curb.
- Since the Board Director previously designated as Chairperson is no longer on the Board, the Board is going to appoint another Chairperson at a future Board meeting. The Board is awaiting completion of the Task Force charter and operating guidelines before proceeding.

### LANDSCAPE AND GROUNDS, FIRE CLEARANCE

Ms. Harren read her report as follows:

Fire abatement is underway and scheduled for completion by June 30, 2019. GRF has already disked various portions of their property. This includes the entire area underneath the power lines behind 1902 Skycrest Drive where the fire occurred last year.

Mulching is scheduled to start this week.

The area near 2105 Skycrest where the tree was removed needs new plants to control erosion and restore proper landscaping. MOD has recommended planting four Sunset Golds and three low growing shrubs for approximately \$300.

Pear trees at 1817 Skycrest are in decline. They will all need to come out, but at this time it isn't necessary. One pear tree next to 1817 Skycrest manor #1 is leaning and presents a danger of falling. The Landscape Committee is requesting that the MOD Landscape Manager apply for a removal permit and cost estimate for removal of the tree. The intent is not to replace the dead tree with a new tree and the residents at manor #1 are in complete agreement.

As part of the fire abatement effort the trees between 1109 and 1133 need to be thinned out. The proposed cost is \$2700. Mutual 4 also received approval of the fire abatement grant from Mt. Diablo Fire Safe Council that is valued between \$3500 and \$5000 of matching funds.

*Ms. Harren moved to approve \$2700 for this fire abatement effort with the agreement that MOD Landscape Management will request a rebate following completion of the work. Mr. Schwartz seconded and the motion carried without dissent.*

Mr. Schwartz requested that an item be placed on the agenda for the next Board meeting requesting more grant money for landscape work.

### BUILDING MAINTENANCE REPORT

Mr. West reported the following:

#### INFORMATION ITEMS: Work in progress or completed.

1. 2019 Phase I Balcony Repairs – Contractor: MOD – Estimated cost \$41,000.00  
2019 Deck / Balcony repair Budget \$81,700.00. (Work in Progress).

2. 2019 Phase I Dry Rot Repair Project - Entries 1 thru 9 - This includes 19 buildings and 14 carports.  
Contractor: MOD – Total estimated cost \$ 150,000.00. including Material and Labor.  
General Building Repair Budget for 2019 is \$182,600.00 (Work in Progress). Per Rick West, \$2,700-operating exp YTD for Foreman, Reserve \$13,537.49 for all 3 Foremen
3. Replacement of Trash enclosure doors in entry #1 – Contractor: Five Star - 2 new PVC Vinyl Doors – (Work Scheduled).
4. Interior and Exterior Panel Inspection and Lube - Contractor: Sang Electric – Interior estimated Cost \$7,000.00 Exterior estimated Cost \$5,000.00 - MOD is gathering estimates from Pure electric and Axis Electric to help Sang Electric in completing this project. (Work in Progress).
5. Installing new Main Line Galv. to Copper piping on all 9 G – 11 Buildings - Contractors:  
Five Star Estimate \$42,200.00 / Waiting for Leap Frog's Estimate. (Bid to be presented to the board for approval).
6. 1149 SC #1 Re-piping hot and cold water lines from water heater to Bathroom sink.  
Contractor : Five Star Cost \$4,200.00 re-piping completed (Put back work in Progress).
7. 1901 SC sidewalk replacement project – Contractor: Five Star Estimated Cost \$2,125.00  
(Work Completed).
8. 1501 SC Main Line break – Contractor: Five Star – Work was completed under T&M due to  
Emergency Repair Project Status – Five Star to supply estimate for walkway concrete replacement.
9. Curb Paint Entry 3A – 3B MOD estimate \$587.06
10. 1217 SC E-8 New Grate installed. ( completed).

Ms. Swisher reported that she ran into Joe Davis of Davis Plumbing three weeks ago. She asked him if he is willing to bid on the contract to replace the galvanized domestic water lines under 9 of the G-11s with copper pipe and separate shutoff valves. He indicated that his company is interested in performing this work since they performed the work under 1909 Skycrest Drive. As a result, the Board wants a bid from Davis Plumbing.

The Board is still awaiting a bid for curb painting in Skycrest Drive Entry #7. The painting is required on the right curb from the entrance up to the back of the furthest right parking space.

The Board has been provided with a draft of the "Owner Billable Confirmation Letter" that must be signed by the Owner prior to any work performed by MOD or their contractor beyond emergency intervention.

*Mr. Schwartz moved to approve the Owner Billable Confirmation letter. Ms. Perrich seconded and the motion carried without dissent.*

#### ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE

Ms. Swisher reported the following:

- Alterations Updates - Resident alteration requests covering the period 12/01/2018 to 6/01/2019 include:
  - 20 alterations were approved by the Board and are in progress
  - 3 alterations require clarification by the Board before approval.
  - 30 alterations were completed.
- Compliance Updates
  - No compliance issues were identified in any of the above approved alterations. However there are two alterations the Board needs to vote on because the alteration impacts the exterior appearance of a building or an Exclusive Use Common Area:
    - Skycrest Drive #7 has requested replacing the carpet in the Exclusive Use Area between manors #5 and #7. The Owner has provided the following requested information/modifications to the alteration:
      - Carpet is ½" high
      - Carpet is indoor/outdoor carpet
      - The adhesive contains no relevant carcinogens
      - An agreement has been signed by the Owners of both manors #5 and #7 specifying approval of this alteration.
      - Current alteration places the carpet out to the stairs which creates a tripping hazard; Owner has agreed to only install the carpet in the hallway.
      - Owner of manor #7 understands that this alteration will be recorded only under their manor by Alterations.
      - Owner of manor #7 understands that they hold liability for this alteration if anyone sues due to a fall resulting in an injury. It has been verified with MOD that our Blanket Liability policy will cover the Mutual if they are also named in a lawsuit.

*Ms. Perrich moved to approve Alteration Application No. 43464. Mr. Schwartz seconded and the motion carried without dissent.*

- 2120 Tice Creek Drive #1 has requested replacing a window with a sliding glass door and replacing their front door as part of their remodel alteration. The following information is provided as a result of inspection by the Alteration Committee:
  - The window being replaced by sliding glass doors is adjacent to another set of sliding glass doors, does not create structural issues, and that side of the building is surrounded by a fence so the alteration is not visible.
  - Although the proposed new front door is architecturally different than the existing door, the design is similar to existing doors and will be painted the same color as existing doors.

*Ms. Brown moved to approve Alteration Application No. 43585.  
Ms. Harren seconded and the motion carried without dissent.*

### EMERGENCY PREPAREDNESS COMMITTEE

Steve Adza reported that the June meeting for EPO will discuss communication. The meeting is in the Fairway Room from 10 a.m. to noon. The fire abatement deadline has been extended to June 30<sup>th</sup>. He reminded the members that back-up power is not the responsibility of GRF or the Mutual.

Grant money is available for abatement. It may be possible to get some grants through PG&E.

### COMMUNICATIONS COMMITTEE

Since the previous Chairperson has stepped down, Ms. Swisher reported on behalf of the Committee:

- The Board is working with Carl Brown, our webmaster, to develop user profiles for future implementation of pin numbers to control access to portions of the website. The Board asked Carl to discuss processes, obstacles, and issues Mutual 68 encountered when they implemented their system.
- The Board plans to issue a newsletter by the end of August.

The Board plans to appoint a new Chairperson to the Communication Committee and is requesting Mutual members to volunteer for Newsletter Editor.

Mr. Brown reported that Mutual 68 implemented their profiles for the website. The cost is \$500. \$500 does not include updates. On February 25<sup>th</sup>, he submitted a request for password protection for the website. Ms. Swisher requested a pin system instead of a password. Mutual 68 has a message board. Ms. Swisher reported the intent is to be able to post information to replace the Newsletter. The Board will review Mr. Brown's email before making any decisions.

Mr. Brown volunteered to be the Communications Chair.

*Mr. Schwartz moved to approve Mr. Brown. Ms. Harren seconded and the motion carried without dissent.*

### POLICY COMMITTEE

Since the previous Chairperson has stepped down, Ms. Swisher provided the report on behalf of the Committee:

- There are still open items regarding golfport usage, rent, and ownership. This is currently being researched.
- According to Tess Haskett, MOD Assistant Controller, the Mutual 4 policy on fines needs to be updated to be in compliance with Davis-Stirling. This remains an open item.

The Board plans to appoint a new Chairperson to the Policy committee and is requesting Mutual members to volunteer for this Committee.

#### OFFICERS REPORTS

1. President: Ms. Swisher reported that she would like to use the President's report as the mechanism for listing any work orders or invoices between \$500 and \$5000 that were signed during the past month by her per the requirements of the Board to ensure financial disclosure in the meeting minutes. The following was approved by Ms. Swisher after clarification of the line item charges:

Five Star Painting for \$1875 to remove and replace concrete in front of 1133 Skycrest Drive to enable replacement of electrical wiring.

Five Star Painting for \$870.00 to repair concrete tripping hazard in front of 1401 Skycrest Drive.

Five Star Painting for \$750.00 to repair leak at hose bibb at 1409 Skycrest Drive.

Five Star Painting for \$4200.00 for repair of domestic water line leaks in 1149 Skycrest Drive #1.

Environmental Remedies for \$2389.18 for removal of asbestos materials that were destroyed because of a roof leak at 1401 Skycrest Drive #3.

Five Star Painting for \$1250 to remove and replace concrete in front of 1501 Skycrest Drive to repair a 3" water line leak.

Kingsway Inspection for \$895 to mitigate a termite issue.

MOD for \$587.06 to paint the right curb red in Skycrest Drive Entry #3B.

2. Vice President: No report.
3. Treasurer: Ms. Perrich did not have a report, because she did not receive the financials yet.
4. Secretary: No report.

#### UNFINISHED BUSINESS

No updates on committees at this time. Directors need to review materials and get information to Linda Brown.

#### NEW BUSINESS

- A. Food and Beverage options for Mutual 4 Annual Meeting

Ms. Swisher reported the following:

- Various Board members, including myself, have expressed a concern with

subsidizing the cost of a sit-down dinner following the Annual Meeting. 1/3 of our residents attended the dinner last year and were only required to pay \$12 per person. The cost to the Mutual was over \$3500. This seems unfair to pass these costs on to all of the residents. These monies need to pay for maintenance projects. I understand that this practice has been in effect for a number of years to encourage attendance at the Annual Meeting, but I think this Board needs to review the practice. We have changed the format of the Annual Meeting to open it to Resident Forum for the majority of the meeting. Therefore, residents that want to have an open discussion with the Board have the opportunity. I believe this should encourage attendance and discussions between residents more than a dinner. I am asking the Board to consider the following options:

- Have a dinner subsidized by the Mutual similar to previous years.
- Have a dinner subsidized to a maximum of \$1000 and the remainder paid by the attendees.
- Provide beverages and hors-d'oeuvres at a cost not to exceed \$1000.

Ms. Brown reported that it could cost \$20 per person, without alcohol, for a dinner. Platters can be purchased from Costco, but someone would need to set up, clean up, etc.

The Board was advised by Anne Paone that they can have coffee, tea, and water as part of the room set up.

*Ms. Brown moved to only have coffee, tea, and water at the Annual Meeting. Ms. Harren seconded and the motion passed without dissent.*

#### ANNOUNCEMENT

The next meeting is the Regular Board Meeting scheduled for July 15, 2019 at 1:30 p.m. in the Board Room at Gateway.

#### ADJOURNMENT

Having no further business, the meeting adjourned at 3:07 p.m.



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Anne Paone, Assistant Secretary  
Fourth Walnut Creek Mutual



\*\*\*The Board of Directors met in executive session on May 15, 2019 at 1:30 p.m. to discuss the following:

1. Contracts – Various contracts were reviewed and requested - Approval of dry rot repairs-contract, Discussion of Bids for water leak repair
2. Payment Plans – Discussion of aged receivables

Having no further business, the executive session adjourned at 4:30 p.m.

\*\*\*The Board of Directors met in executive session on May 20, 2019 at 3:30 p.m. to discuss the following:

1. Contracts – Discussion of future contracts and vendors

Having no further business, the executive session adjourned at 4:00 p.m.