

MINUTES  
FOURTH WALNUT CREEK MUTUAL  
MONDAY, JUNE 19, 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, June 19, 2017 in the Board Room at Gateway complex, 1001 Golden Rain Road, Walnut Creek, California.

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; Rebecca Pollon, Landscape Manager and Anne Paone, Administrative Secretary.

Ms. Kelzer welcomed twelve residents in attendance.

APPROVAL OF MINUTES

*Mr. Schwartz moved to approve the minutes as follows: May 15, 2017 – Executive Session, and May 15, 2017 – Regular Board Meeting. Ms. Southcott seconded and the motion carried without dissent.*

RESIDENTS' FORUM

The residents' forum was held. A resident thanked the Board for repairing drains and fixing the downspouts.

A resident inquired about an alternative plan to moving out when work is being done to her building.

Ms. Kelzer reported that this will be addressed during the meeting.

A resident thanked the Board for the attention that her landscaping has now had done to it. She also asked if additional numbers can be added to identify her building. They are currently only on one side.

Ms. Kelzer stated that the Board will review the request.

MANAGEMENT REPORT

MOD is non-profit, so if there is a surplus in dividends, money is returned to the Mutuals on a door-by-door basis. Mr. Donner reported that MOD is returning \$6,278 to the Mutual.

PRESIDENT'S REPORT

Ms. Kelzer reported that there will be a change in leadership at the Presidents' Forum. Barbara Blum has completed her term. Carl Brown stated that GRF had a meeting to set the direction for 2018. Mr. Brown recommended that a planning committee be established

to keep items on track and to keep the Board informed. He would also like to see a study done on synchronizing data. It is important for a Foundation and is useful for tracking work orders, and rentals in the Mutuals. Mr. Brown would like to have a town hall for his district. He suggested creating an Ad-Hoc committee to build a 5-year plan regarding the use of technology.

Mr. Brown also had given Ms. Southcott suggestions on policies for solar and electric vehicle charging. Insurance should be reviewed for EVC and/or installing an outlet.

#### LANDSCAPE AND GROUNDS, FIRE CLEARANCE

Ms. Becker reported that she attended a seminar on water conservation. The bubblers will be changed to a drip system. This is more efficient. Entry 15 has pipes in the ground. This will give everyone an idea of how well it will work. They are researching drought tolerant plants. In July, the Mutual has 4 weeks of rehab work with a budget of \$60,000. Ms. Pollon will trade 1 week in July for a week in the fall. During rehab, dead and dying plants that were noted by entry coordinators will be replaced.

Ms. Pollon reported the following:

**LAWN MAINTENANCE:** We are mowing monthly. Irrigation is 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 on their 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.

If you see dead or dying plants or grass, call the work order desk. Transplanted plants almost never survive, so this is not done very often.

#### BUILDING MAINTENANCE REPORT

Mr. West reported the following:

1. 1605 SC / 1609 SC – Building Leveling – ESR structural engineers proposal - \$196,768.00  
Foundation Of California's proposal - \$198,744.00.

After reviewing the proposals, a motion was made:

*Mr. Schwartz moved to approve the proposal from Foundation Repair of California in the amount of \$99,372 for 1605 Skycrest and \$99,372 for 1609 Skycrest buildings for a total of \$198,744. Mr. Neuman seconded and the motion carried without dissent.*

2. 2001 SC #4 Exterior storage door. Ahumada Constr. \$1,235.00.

*Mr. Schwartz moved to approve the proposal from Ahumada Construction in the amount of \$1,235. Ms. Becker seconded and the motion carried without dissent.*

3. 2001 SC #2 Exterior storage door. Ahumada Constr. \$1,487.00.

*Mr. Schwartz moved to approve the proposal from Ahumada Construction in the amount of \$1,487. Ms. Becker seconded and the motion carried without dissent.*

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 (in progress).
2. 2128 TC – Landscaping – Installation of new landscaping around building. Terra Landscape \$8,020.00 (in progress).
3. 1910 SC #8 – Removal & replacement of 247 SF of concrete at rear patio due to extensive cracking. – Five Star Estimate \$6,181.00. (scheduled).
4. 2109 SC #2 – Replacement of dry rotted Beams under back balcony. EmpireWorks - \$2,660.00  
(work in progress).
5. 2128 TC – Five Star interior work scheduled start date June 26<sup>th</sup>. To complete all eight units \$99,450.00.
6. 1909 SC Bldg. – Davis Plumbing to install new main copper line under building with new building and unit shut off valves. \$11,990.70 (work in progress).

Mr. Schwartz reported that he would like Board directors to do articles for the newsletters regarding Exclusive use Common Areas (EUCA).

Mr. West reported that they had meetings with 2128 Tice Creek residents. Ms. Kelzer, Mr. Schwartz, Mr. Neuman, and Tony Garcia (contractor), also attended. Interior work on the first unit will start on June 26<sup>th</sup>. They had a scope-of-work for each unit and went over each item and how to prepare for the interior work. Residents must arrange for access and remember to cover and/or remove breakables, etc.

ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE

The median resale price for May was \$505,000.

Ms. Kelzer reported there were 29 applications processed and 32 completed applications. The Mutual gets a lot of complaints. The Board takes action for issues such as pets off leash, illegal dumping, illegal occupancy, etc. Air BNB is not allowed. One year of leasing for the life of the ownership is permitted.

EMERGENCY PREPAREDNESS COMMITTEE

Steve Adza reported that E10 and E11 may need some tree limbs trimmed. They are adding additional operators to the Saturday meeting.

Rossmoor had four participants in the Annual HAM Radio meeting on June 10<sup>th</sup>. He attended the CERT Leadership meeting. They are recruiting more people for search teams. Currently, there are only 6 teams. June 20<sup>th</sup> is the CERT monthly meeting. He did a spot check of the drains. They are filling up with debris due to the winds. Half of them are clear. E1-Skycrest has a lot of plant material at the back of the patios. It is difficult to get back there to inspect the drains. Entry A has the most screening for the drains. Eight entries still have corrugated pipes. They cannot be snaked because that tears them. GRF's property has not been completely disked for fire abatement. Carl Brown will talk to Mr. Adza for information to advise GRF.

Ms. Kelzer asked for a motion to appoint Judy Becker and Steve Adza to head up Routine Preventative Maintenance (RPM) involving the initial work on the drainage and to find a vendor to place screens in the drains.

*Mr. Schwartz moved to appoint Ms. Becker and Mr. Adza to head up RPM for the initial work on the drainage and to find a vendor to place screens in the drains. Mr. Neuman seconded and the motion carried without dissent.*

#### COMMUNICATIONS COMMITTEE

Ms. Kelzer reported that the committee still needs a chairperson.

Ms. Kelzer reported that Penny Wade asked that ideas for the summer newsletter be sent to her.

Mr. Brown reported that the website is working well. He has renewed the name of the website.

*Mr. Schwartz moved to authorize Mr. Brown to spend a NTE amount of \$60 for the year to host the website. Mr. Neuman seconded and the motion carried without dissent.*

Ms. Kelzer reported that there is still no chair for the annual dinner. Caryl Adams has found a caterer.

#### POLICY COMMITTEE

Ms. Southcott reported that the committee has completed its review of the existing Mutual policies. Two new policies on Electric Vehicle Charging Stations and Solar Power are still being discussed and revised. Once the Board completes a final review of the proposed policies, they will be submitted for legal review and then submitted to the members for comment.

Ms. Southcott publically thanked Nancy Partovi and the previous Board. They did a tremendous amount of work on the policies.

#### OFFICERS REPORTS

1. President's Report: No report.

2. Vice President: No report.
3. Treasurer: Ms. Southcott reported as of May 31, YTD the operating fund is under budget (has revenue favorable over expenses<sup>0</sup> by \$32,415. The YTD Reserve Fund balance is \$834,409. During the month of May, expenses were generally in line with budgeted amounts. However, the Mutual is spending more on water and other utilities than had been previously budgeted for.  
Fourth Mutual continues to have one account that is currently in collections and one additional account that is 90 days overdue. The Board is taking appropriate steps to resolve these issues.  
Secretary: No report.

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

None

#### ANNOUNCEMENT

The next regular board meeting is scheduled for July 17, 2017 at 1:30 p.m. in the Board Room at Gateway.

#### ADJOURNMENT

Having no further business, the meeting adjourned at 3:30 p.m.

/s/ \_\_\_\_\_  
Anne Paone, Assistant Secretary  
Fourth Walnut Creek Mutual

\*\*\*The Board of Directors met in executive session on May 15, 2017 following the adjournment of the open Board meeting to discuss the following:

1. Delinquent accounts: The Board will closely monitor accounts 60 days overdue and will send notices to those accounts that have reached 90 days overdue.
2. Compliance:
  - a. Fine imposed on account #04024010 for inappropriate use of carport.
  - b. Owner of barking dog attended. If Board receives more complaints, Hearing will be scheduled and fine may be imposed.
  - c. Neighbors sent photo to Board of illegal dumping of furniture. The Board will notify neighbors that they will respond appropriately.
  - d. Legal Counsel: Board to review contract and search for comparable services.
  - e. Unpaid Fees: Board to review types of fees and will address at next executive session.

Having no further business, the executive session adjourned at 5:00 p.m.