

MINUTES  
FOURTH WALNUT CREEK MUTUAL  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
MONDAY, NOVEMBER 15, 2010 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, November 15, 2010 in the Board Room at Gateway complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: PRESENT:	Don Cardinal	President	<u>Attendance</u>
	Penny Wade	Secretary	
	Hans Koehler	Vice President	
	Sheila Peverill	Director	
EXCUSED:	Ed Kung	Treasurer	

Representing Mutual Operations were Paul Donner, Director of Mutual Operations; Rich Perona, Landscape Manager; and Rosalie O'Neill, Administrative Secretary.

Mr. Cardinal welcomed the 6 residents in attendance.

APPROVAL OF MINUTES

Mr. Koehler moved to approve the minutes from the October 18, 2010 annual and organizational meetings. Ms. Wade seconded, and the motion carried without dissent.	<u>Approval of Minutes</u>
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RESIDENTS' FORUM

Polly Kaiser, Skycrest – Entry 10, asked about the policy regarding rentals. Mr. Cardinal explained the procedure that starts with Member Services and requires Board approval.	<u>Residents' Forum</u>
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Pauline Kelzer, Skycrest – Entry 17, asked when the roof and rain gutter cleaning would occur. Mr. Donner stated that Mr. Friesen is scheduling cleaning as soon as the weather permits and most of the leaves have fallen. Spot cleaning will be done as needed for unplugging gutters and downspouts.

Sheila Gorsuch, Skycrest – Entry 16, asked if the recycling bin could be replaced. Mr. Cardinal stated that a new bin will be installed soon. Ms. Gorsuch also asked about the polymer walkway. Mr. Perona stated the product just arrived and is scheduled for installation within the next week or so. Ms. Gorsuch also asked about additional lighting along the walkway in Entry 16. Mr. Donner will follow up with Mr. Friesen on this matter to determine the status of a bid for this additional light.

PRESIDENTS' REPORT – Don Cardinal

Issues discussed at the October Presidents' Forum: Trust Agreement Review Committee; master insurance policy with the shared deductible; fee structure for	<u>President's Report</u>
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alteration permits.

VICE PRESIDENT'S REPORT – Hans Koehler, Vice President

No report.

Vice President's  
Report

FINANCIAL REPORT – Ed Kung, Treasurer

On behalf of Mr. Kung who was absent, Mr. Donner reported the Mutual is currently \$19,000 favorable to budget and has nearly \$1 million in reserves. The Mutual is in good financial condition.

Financial  
Report

LANDSCAPE REPORT – Rich Perona

Mr. Perona reported on lawn, entry, and tree maintenance as well as landscape rehabilitation. (A copy of Mr. Perona's landscape report is attached.) Mr. Perona and Ms. Wade held a site inspection recently to address various resident concerns. The next landscape walk will be scheduled for February, 2011 to plan out the ensuing year's landscape needs.

Landscape  
Report

BUILDING MAINTENANCE REPORT – Bill Friesen

Mr. Friesen is securing costs for standard design light fixtures throughout the Mutual. The Board should consider installing an upgraded design when the fixtures begin to be replaced.

Building  
Maintenance  
Report

ARCHITECTURAL CONTROL COMMITTEE – Don Cardinal and Hans Koehler

Mr. Cardinal reported that front door colors must fit in with the surrounding color schemes. He noted there are several door colors throughout the Mutual.

Architectural  
Control  
Committee

In answer to a query, Mr. Donner explained that the Architectural Control Committee is composed of two board members who were appointed by the Mutual Board when the GRF ACC turned over the control and responsibility to the individual Mutuals several years ago. The President and one other board member, usually the Vice President, have traditionally served in that capacity.

EMERGENCY PREPAREDNESS COMMITTEE – Steve Adza

In Mr. Adza's absence, Pauline Kelzer reported that Mr. Adza is attempting to secure an emergency coordinator for each entry. He welcomes any assistance in finding residents willing to serve for this volunteer position.

Emergency  
Preparedness  
Committee

OLD BUSINESS

None.

Old Business

NEW BUSINESS

Mr. Koehler reported that an unknown person has been knocking on front doors at various times. Securitas has been alerted but all residents should be vigilant.

New Business

Ms. Kelzer reported a vacant manor at 2137 Skycrest #4 that may be inhabited periodically by an unregistered tenant. Mr. Cardinal will follow up.

ANNOUNCEMENT

The next regular board meeting is scheduled for Monday, January 17, 2011 at 1:30 pm in the Board Room at Gateway. There will be no regular board meeting in December.

Announcement

ADJOURNMENT

Having no further business, the meeting adjourned at 2:25 p.m.

Adjournment

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Penny Wade, Secretary  
Fourth Walnut Creek Mutual