

MINUTES  
FOURTH WALNUT CREEK MUTUAL  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
MONDAY, APRIL 18, 2011 AT 1:30 P.M.  
BOARD ROOM - GATEWAY

**NOTES  
ONLY**

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, April 18, 2011 in the Board Room at Gateway complex, 1001 Golden Rain Road, Walnut Creek, California.

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

It was noted that there is a vacancy on the Board due to the resignation of Hans Koehler who moved out of the Mutual. Ms. Peverill announced that she had agreed earlier this term to fill in a vacancy until the annual elections in 2011, but she now agreed, with Board permission, to complete the term that expires in 2012.

Representing Mutual Operations were Paul Donner, Director of Mutual Operations; Rick Chakoff, Chief Financial Officer; Rich Perona, Landscape Manager; Bill Friesen, Building Maintenance Manager; and Dyann Paradise, Administrative Secretary.

Mr. Cardinal welcomed the 10 residents in attendance.

Because a quorum could not be established, the two Board members present did not vote on any issues. However, several matters were discussed.

APPROVAL OF MINUTES

A vote to approve the March 21, 2011 minutes from the regular Board of Directors meeting was postponed pending a quorum at the next regular meeting.

Approval of  
Minutes

RESIDENTS' FORUM

Sarah Seltzer, Skycrest – Entry 13, stated she is an emergency entry coordinator in Entry 13 and would like to request that Entry 13 be referred to as Entry 13A (for buildings 1901/1910) and Entry 13B (for buildings 1932 and 1940). The request was tabled pending a quorum of the Board.

Residents'  
Forum

Ms. Seltzer also asked about a problem with excessive personal items in the common area at 1940 Skycrest #4. Mr. Cardinal stated he had contacted the resident, who in turn stated she planned to have her son remove the items including a large box. Mr. Cardinal will follow up.

A resident reported a broken lamp at 1932 Skycrest #2. He was directed to MOD to request a work order for repair.

**NOTES ONLY**

Dave Boesch, Tice Creek – Entry A, reported a large amount of sticker bushes in the creek area near his manor. Mr. Perona explained the bushes are blackberries and they have been treated and should die out soon. It was noted that the Fish and Game Department controls the creek area.

Sheila Gorsuch, Skycrest – Entry 16, asked if the new walkway's curb could be lowered for better access. Mr. Friesen stated it is not in the general plan at this time, but if a resident is interested in paying for the cost of a lowered curb, he/she should direct the request to the Board.

It was noted that the new website will be online soon.

PRESIDENTS' REPORT – Don Cardinal

Mr. Cardinal explained that the Presidents' Forum is an avenue for Mutual Presidents to informally discuss matters that might be common throughout the Mutuals and to share information. It is not a rule-making or decision-making body. He reported on issues discussed at the March Presidents' Forum: status of the review of the Manor Records Department; new vendors for the corporation yard resulting in savings in disposal costs; status of Trust Review Committee review; vendor set-up fee; co-occupancy filing charge.

President's  
Report

Mr. Cardinal reported there are currently five leased manors. Three manors sold in March.

FINANCIAL REPORT – Ed Kung, Treasurer

On behalf of Mr. Kung, Mr. Chakoff reported the Mutual currently has a slight deficit to budget but all expenses are a timing issue and should level out by year's end. Fund balances are healthy at \$1.2 million. Delinquencies are at \$13,935 but \$12,500 has been sent to collection.

Financial  
Report

Mr. Chakoff reported he met with a few banks and concluded that there is no need to change banking institutions at this time. Mechanics Bank has agreed to set up business accounts that will offset banking fees. These business accounts are fully insured to the amount of the balance of the account.

LANDSCAPE REPORT – Rich Perona

Mr. Perona reported landscape maintenance is routine for the season. (A copy of Mr. Perona's report is attached.)

Landscape  
Report

Mr. Perona reported that the new fire marshal is requiring flow testing and specific clearances around all six fire hydrants owned by the Mutual. There are an additional nine hydrants owned by EBMUD that may need landscape clearance by the Mutual. He will coordinate with Mr. Friesen to complete this project per requirements.

**NOTES ONLY**

BUILDING MAINTENANCE REPORT – Bill Friesen

Mr. Friesen reported the 2011 carpentry and painting bids are due by the end of April. He will forward them to the Board for review. A Painting Committee will need to be selected.

Building  
Maintenance  
Report

The asphalt sealcoat is scheduled for May 23 through May 25.

A substantial rain leak at 1101 Skycrest #2 was caused by cracked roof tiles and mold had developed in the living room ceiling. It has since been repaired.

A leak from the bathroom at 1201 Skycrest #1 and #2 has been determined to be due to a faulty tub spout in #1. The contractor who installed the tub spout has taken responsibility for repairs.

Exterior lighting is pending. Mr. Friesen is awaiting the permits and tree removal by the landscape crew.

ARCHITECTURAL CONTROL COMMITTEE – Don Cardinal

No requests.

Architectural  
Control  
Committee

EMERGENCY PREPAREDNESS COMMITTEE – Steve Adza

Steve Adza reported there was a failure at the repeater tower on Stanley Dollar Drive. Cell phones were used as backup during a recent check-in.

Emergency  
Preparedness  
Committee

Project 19 radios will be stored in a supply shed. That entry still needs a coordinator.

The Gateway drill was postponed and a new date will be set. The Hillside drill will be held sometime in the fall. A shelter-in-place drill will be scheduled for early June and will involve Rossmoor ham operators.

OLD BUSINESS

Since there was not a quorum present, approval of the Emergency Preparedness Committee volunteers was postponed to the May board meeting.

Old Business

Mr. Cardinal will continue to follow up to check the occupancy status of the manor at 2137 Skycrest #4, as it is supposed to be vacant. So far he has not seen anyone at the manor.

NEW BUSINESS

None

New Business

**NOTES ONLY**

ANNOUNCEMENT

Announcement

The next regular board meeting is scheduled for Monday, May 16, 2011 at 1:30 p.m. in the Board Room at Gateway.

ADJOURNMENT

Adjournment

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

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Dyann Paradise, Assistant Secretary  
Fourth Walnut Creek Mutual