

M I N U T E S
FOURTH WALNUT CREEK MUTUAL
REGULAR MEETING OF THE BOARD OF DIRECTORS
MONDAY, MAY 16, 2011 AT 1:30 P.M.
BOARD ROOM – GATEWAY COMPLEX

President Don Cardinal called to order the regular meeting of the Board of Directors of Fourth Walnut Creek Mutual at 1:30 p.m. on Monday, May 16, 2011 in the Board Room, Gateway Complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: Present: Don Cardinal, President
Penny Wade, Secretary
Sheila Peverill, Director

Attendance

Absent: Vacancy, Vice President
Vacancy, Treasurer

Mutual Operations staff was represented by Paul Donner, Director of Mutual Operations; Rick Chakoff, Chief Financial Officer; Bill Friesen, Building Maintenance Manager; and Dyann Paradise, Administrative Secretary.

There were 10 residents in attendance.

APPOINTMENT OF DIRECTOR

Mr. Cardinal announced that Director Ed Kung had resigned as of May 12, 2011. He suggested that the Board approve the appointment of Pauline Kelzer to fill the directorship for the remaining term as well as the position of Treasurer for the current year.

Ms. Peverill moved to approve the appointment of Pauline Kelzer to fill the vacancy due to the resignation of Ed Kung to complete the term until 2013 and to fill the position of Treasurer until elections in 2012. Ms. Wade seconded and the motion carried without dissent.

Approval of
Appointment

Ms. Peverill submitted an official application to continue serving on the Board in her current position to fill out the vacancy of the term ending 2012. By acclamation the Board approved the continuance of Ms. Peverill's term.

Approval to
Continue
Directorship

APPROVAL OF MINUTES

There were no minutes from the regular board meeting of April 18, 2011, as there was no quorum. The Board reviewed the notes of the meeting only.

Ms. Wade moved to approve the minutes of the March 21, 2011 regular board meeting as written and reviewed. Ms. Peverill seconded and the motion carried without dissent.

Approval of
Minutes

RESIDENTS' FORUM

Lefty Cone, Skycrest – Entry 3B, reported that there is only one open parking space for guests and two open spaces in Entry 7. Mr. Cardinal stated that there are several open parking spaces in Entry 8, so guests could use the parking spaces in that area. It is cost-prohibitive to consider building any additional parking spaces in the Mutual. Ms. Peverill reported she knows of two empty carports in Entry 8 that residents with additional vehicles could rent from the carport owners.

Residents'
Forum

Dave Boesch, Tice Creek – Entry A, reported that an additional electrical outlet is needed in his carport as there is only one for four spaces. Mr. Friesen explained that normally there is one outlet for each two spaces. He will secure a bid to add one outlet in Mr. Boesch's carport building.

Karen Hoyt, Skycrest – Entry 7, volunteered to fill the position vacated by Hans Koehler, Vice President. Mr. Cardinal stated the Board would hold this in abeyance until this year's elections and Ms. Hoyt is welcome to apply as a candidate for one of the two positions that will be available. Winning candidates will be seated on the Board at the August Annual Membership Meeting.

PRESIDENT'S REPORT – Don Cardinal

Mr. Cardinal reported on issues discussed at the April Presidents' Forum: several representatives from the city of Walnut Creek explained the city's alteration permit process; several representatives from Laguna Woods Village will be on-site in Rossmoor Walnut Creek on May 20 and May 21 checking out how our community is governed.

Mr. Cardinal announced that one manor is going into foreclosure.

Ms. Wade stated she has received a bid from a caterer for the Annual Membership Meeting. She is working out the details and will advise the Board at a future meeting.

VICE PRESIDENT'S REPORT

No report.

Vice
President's
Report

TREASURER'S REPORT – Rick Chakoff, CFO

Mr. Chakoff reported that through April 30, 2011 the Mutual has a deficit to budget of approximately \$23,000, of which \$10,000 is building maintenance and landscape expenses that represent projects early in the year, such as rain gutter cleaning. These expenses should level out by year's end.

Treasurer's
Report

The Mutual had a bad debt of \$3,000, and three accounts have been referred to collection. Overall the Mutual is in good financial condition.

LANDSCAPE REPORT – Penny Wade, Landscape Committee Chair

Ms. Wade reported that maintenance is routine. The rehabilitation work will start in June. Clearance around the fire hydrants per the fire marshal mandate has begun.

Landscape
Report

BUILDINGS AND FACILITIES REPORT – Bill Friesen

Mr. Friesen reported that he had received bids for Project 20 and Project 25 painting scheduled for this year. After reviewing the three bids, the Board instructed Mr. Friesen to negotiate the bid submitted by McFarlane Painting for a better price and report his findings to the Board at the June board meeting.

Buildings
and
Facilities
Report

Mr. Friesen submitted a bid from MOD for the pre-painting carpentry rehabilitation. Following review of the bid,

Ms. Kelzer moved to approve the bid from MOD in an amount not to exceed \$15,000 for pre-painting carpentry rehabilitation in Project 20 (5 buildings). Ms. Wade seconded and the motion carried without dissent.

Approval for
Pre-Painting
Carpentry in
Project 20

Ms. Peverill moved to approve the bid from MOD in an amount not to exceed \$3,500 for pre-painting carpentry rehabilitation in Project 25 (1 building). Ms. Wade seconded and the motion carried without dissent.

Approval for
Pre-Painting
Carpentry in
Project 25

By acclamation, the Board approved this year's Painting Committee: Mike Herr, Penny Wade, Kathryn Cardinal, and Mary Hook.

Due to poor weather conditions, the asphalt sealcoat project was postponed to mid-July. Sealing of asphalt cracks is in progress.

Termites were discovered at 2001 Skycrest #2, which is a vacant unit. MOD Pest Control will inspect and contact the owner or owner's representative for follow up.

The slab in the golf port at 1817 Skycrest #2 is raised and cracked due to redwood tree roots and the storage door will not open fully. Mr. Friesen presented a bid for repairs.

Ms. Wade moved to approve repairs to the slab at 1817 Skycrest #2 in an amount not to exceed \$1,925 including removal of the tree roots if necessary. Ms. Peverill seconded and the motion carried without dissent.

Approval for
Repairs to
Concrete
Slab

ARCHITECTURAL CONTROL COMMITTEE

The Board concurred with the appointment of Pauline Kelzer to the Architectural Control Committee effective immediately.

ACC

EMERGENCY PREPAREDNESS COMMITTEE – Steve Adza

Mr. Adza reported 26 Rossmoor residents attended the recent CERT reunion meeting. Five Rossmoor residents attended the May 7 radio training in downtown Walnut Creek regarding radio protocol. Five residents attended the ham radio class.

Emergency
Prepared-
ness
Committee

Entry 12 on Skycrest has a new entry coordinator: Sara Bone

A census will be conducted to determine how many pet residents there are in Rossmoor. The Emergency Preparedness Organization (EPO) is attempting to locate all the gaslines throughout Rossmoor.

OLD BUSINESS

By acclamation, the Board approved Sheila Peverill as Chair of the Emergency Preparedness Committee along with one representative from each entry throughout the Mutual.

Old
Business

Carl Brown reported the new Fourth Mutual website is now on-line: www.4wcm.com
Mr. Brown was thanked for his assistance in setting up the attractive and user-friendly website.

The Board determined that it would not divide Entry 13 into Entry 13A and Entry 13B because it would cause too much confusion. However, Mr. Friesen stated he would check the address numbers to determine if additional directional arrows are needed.

Mr. Cardinal reported that he has communicated with the owner of 1940 SKycrest #4 regarding the clutter at the residence. The owner agreed to have the clutter removed by May 18, 2011. Mr. Cardinal will follow up after May 18 to determine if the owner has complied.

Mr. Cardinal spoke with the owner of 2137 Skycrest #4 regarding a possible unregistered occupant. The owner explained that the manor is vacant and they have someone who periodically checks on it. Sometimes this person stays overnight but the manor is not being leased. Mr. Cardinal will continue to monitor the manor.

NEW BUSINESS

Several residents requested that discussion of the possibility of again using goats for weed abatement on the hillsides could be added to the June agenda. The Board agreed to place that issue on next month's agenda.

New
Business

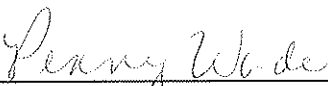
ADJOURNMENT

Having no further business, the meeting adjourned at 3:00 p.m. to an executive session to discuss a member discipline matter. The next regular board meeting is

Adjournment

scheduled for Monday, June 20, 2011 at 1:30 p.m. in the Board Room in Gateway.

The Annual Membership Meeting is scheduled for Thursday, August 11, 2011 in the Fireside Room. Any resident in good standing who is interested in running for a directorship is encouraged to do so.



Penny Wade, Secretary
Fourth Walnut Creek Mutual