



FIRST WALNUT CREEK MUTUAL

**FIRST WALNUT CREEK MUTUAL
ARCHITECTURAL CONTROL COMMITTEE MEETING**

Wednesday, March 6, 2024 at 10:00 a.m.

Meeting was Conducted In Person and Virtually

**Gateway Clubhouse – Board Room
1001 Golden Rain Road, Walnut Creek, CA 94595**

MINUTES

Call to Order

President England called the meeting to order at 10:00 a.m.

Roll Call of Directors Present

Mary A. England – President – District 5
Peter Catalano – 1st Vice President – District 4
Young Chung – 2nd Vice President – District 3
Jen Moreau – Secretary – District 2 – Absent
Jean Autrey – Treasurer – District 1

Mutual Operations Staff

Jeroen Wright – Mutual Operations Director
Dave Peakes – Building Maintenance Manager
Bill Parsons – Resales/Alterations Supervisor
Victoria Thomas – Board Services Coordinator

Members' Forum

Members were afforded the opportunity to express their concerns, make comments, or have questions for the Board. Comments included: Requests for: the term “full remodel” be eliminated and have all changes listed, more detailed topics titles on agendas, policy on permits receive legal opinion. Residents should be made aware of: alterations that are being done and permits that are signed. Contractors are responsible for notifying neighbors of project before it begins. No further permits be given on infrastructure changes. Resident has no objection to a resident installing a hot tub. Her objection is laying concrete in common area for the hot tub.

Topic

a. **Permit Application**

Parsons is waiting for the permit application and specs for the concrete work. Electrical was installed on the exterior of the building and the Alterations Dept. approved it after an inspection was conducted. Resident was not informed the concrete area was not her property when she purchased the manor and that it is in the common area.

Catalano proposed the policy be waived since the concrete has been in place for approximately 20 years. England and Autrey did not approve waiving the policy. Suggested if a policy needs to be changed appropriate procedures need to be conducted.



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Peakes opined regarding the pad installation and if it is not mandated by the City of Walnut Creek then Rossmoor should not require it. Parsons will follow up with the City to see what is required.

Resident thought she had received authorization from the Alterations Dept. to install the spa and then was fined by the Alteration Dept., without providing prior notice, for not having the spa approved. Parsons apologized for the error and will waive the fine.

Drainage hose from spa to the cleanout for the building so it goes into the drainage system and not landscaping.

Topic Deferred to allow Peakes an opportunity to inspect.

Motion made by Autrey, seconded by England, to defer topic to allow Peakes an opportunity to inspect. Approved by vote. (3-1 Catalano voted no)

Action Items stemming from meeting:

- Determine history of exclusive use common area and whether it was converted.
- Parsons will provide the Board the history of permits for exclusive use common area
- Young proposed to amend Alterations Policy any common area changed will not be further developed

Adjournment

The meeting was adjourned at 11:07 a.m.