

ARCHITECTURAL CONTROL COMMITTEE MEETING**Tuesday, April 1, 2025 at 10:00 a.m.****Meeting was Conducted Virtually**

MINUTES**1. Call to Order**

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

2. Roll Call of Directors

Young Chung – President
Peter Catalano – 1st Vice President – Absent
Kevin Dowling – 2nd Vice President
Peggy Kaiser – Treasurer
Jean Autrey – Secretary

Mutual Operations Staff

Bill Parsons – Resales/Alterations Supervisor
Victoria Thomas – Board Services Coordinator

3. Members' Forum

Members are afforded an opportunity to address the board for up to 3 minutes. Comments included:

- Requested additional processes be added when doing a total remodel: original items with asbestos be removed, HVAC ducts be cleaned, inspected, and documented and asbestos replaced.
- Board should be notified of all violations and a written process be developed for denial of future permits as a result of continued violations.

4. Topics

a. Formalize Procedure that all Architectural Control Committee Members in attendance of a meeting will sign approved applications.

Two Directors (Kaiser and Catalano) refuse to sign applications once approved. Kaiser stated that minutes of the meeting should suffice. Chung stated that the application becomes part of the buildings records, which are separate from the minutes and DocuSign is a recognized legal signature process. Parsons stated the Alterations Department prefer three Directors' signatures. Thomas added that she has up to 30 days to post the minutes, which could extend the application approval process.

Motion made by Autrey, seconded by Chung, that three Board Members sign the application. Approved by vote. (3-1 Kaiser voted no)

b. Alt. # 51806 – 1133 Golden Rain Rd. #3 – Golden Gate model – Total remodel: kitchen cabinets, countertops, appliances, bathroom remodel, 2nd bathroom added, windows replaced like for like, lighting, flooring.

Contractor is Mars Construction. Duct work and HVAC need to be cleaned and any changes to duct work need to be documented.

Motion made by Autrey, seconded by Dowling, to approve the application. Approved by unanimous vote. (4-0)

FIRST WALNUT CREEK MUTUAL

- c. Alt. # 51742 – 1732 Oakmont Drive, #8 – Sonoma model – Total remodel: kitchen cabinets, countertops, appliances, bathroom remodel, 2nd bathroom added, windows replaced like for like, lighting, flooring, washer/dryer installation, acoustic ceiling removal, new subpanel.
Contractor is Andrew McCraith of Fred Rooster Renovations. Duct work will be worked on in front bathroom and in kitchen with soffit and will be cleaned. Contractor will work with Dave Peakes once the wall is opened to have him inspect the infrastructure. Contractor will use QuietRock installation or double 5/8s of sheetrock.
Motion made by Dowling, seconded by Chung, to approve the application contingent that the construction cannot begin until construction at 2101 Golden Rain Road, #3 is complete (approximately in 2-3 weeks). Approved by unanimous vote. (4-0)
- d. Alt. #51774 – 2601 Pine Knoll Dr. #8 – Sonoma Model – Total remodel: Kitchen cabinets, countertops, appliances, bathroom remodel, bathroom addition in living room area, Balcony enclosure, new front door, washer/dryer addition.
Contractor is Kamali, TK Construction.
Project deferred until scope of work is supplied to Parsons and the Board.
- e. Alt. #51571 – 2132 Golden Rain Rd. #2 – San Franciscan Model – Total remodel: kitchen moved to enclosed atrium with new cabinets, countertops, appliances; bathroom addition for primary bedroom, front bathroom remodel, electric fireplace in living room.
Contractor is Sahar, Rossmoor Renovations
Team inadvertently started work prior to obtaining a permit.
The Board was concerned about there being no window/door installed in the second bedroom. The board required the contractor to have an architect review the plans to see if that is allowed in California.
Project deferred.
- f. Alt. #51898 2300 Pine Knoll Dr. #1 – San Franciscan model – Total remodel: Kitchen cabinets, countertops, appliances, bathroom remodel, bathroom addition, new front door, new windows throughout, like for like, three skylights, lowered fence at front courtyard w/gate, pavers in front courtyard, can lights, electric fireplace.
Contractor is Contractor is Sahar, Rossmoor Renovations
Will remove wine refrigerator, etc. from the plans to reduce electricity usage to comply with requirements to stay within a 90A circuit breaker.
Motion made by Autrey, seconded by Dowling, to approve the application contingent that electricity usage is reduced to 90 amps. Approved by unanimous vote. (4-0)
- g. Alteration Department Monthly Reports
The Committee reviewed the In Progress and Completed Alteration Reports individually.

5. Adjourned

There being no further business the Architectural Control Committee Meeting adjourned at 11:26 a.m.

Board Assistant Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the minutes.

Victoria Thomas