

**ARCHITECTURAL CONTROL COMMITTEE MEETING****Tuesday, June 3, 2025 at 10:00 a.m.****Meeting was Conducted Virtually**

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**MINUTES****1. Call to Order**

Thomas called the meeting to order at 10:02 a.m.

**2. Roll Call of Directors**

Young Chung – President  
Peter Catalano – 1st Vice President – Absent  
Kevin Dowling – 2nd Vice President – Left Mtg at 11:57am  
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:

- Request that second floor kitchen remodels become a non-standard and go through the Alteration Control Committee in order to prevent violating the hard flooring policy for upstairs units which seem to be proliferating.

**4. Topics****a. 1935 Golden Rain Rd. #1**

Old outstanding alteration. New windows were put on the handrails of a deck in a GII building in a Sequoia model manor. Committee needs to determine if the windows can stay. An Alterations policy statement dated 2015 was received was presented by Bill Parsons that stated that to install windows on a balcony of a GII building a wall needs to be built inside of the existing handrails and install windows on the new wall instead of putting them on top of the handrails as they were done in the 1960s and 1970s as it didn't meet building code. The Alterations Department did not catch this requirement because the permit application did not specify that they were replacing the balcony enclosure windows. The City of Walnut Creek approved the installation over the handrails. The City of Walnut Creek outsources its building inspectors to another company which is not enforcing Walnut Creek's building codes.

Dowling opined to approve the alteration since it is already completed and establish a policy going forward.

*Motion made by Kaiser, seconded by Autrey, to approve the alteration as approved and passed by the Alteration Department and the City of Walnut Creek is accepted by the Mutual. Approved by vote. (3-1 Chung voted No)*

**b. 2432 Pine Knoll Dr. #4 Entry 6 – Private Garden**

Request to continue private garden. If Mutual takes over the property they would not be able to properly maintain it.

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*Motion made by Autrey, seconded by Dowling, to approve the altered area based on Civil Code 4600 'with the exception to transfer the burden of management and maintenance of any common area that is generally inaccessible and not of general use to the membership at large of the association'. Approved by vote. (3-1 Kaiser voted no as it is a mistake to start doing this)*

*Second motion made by Autrey, seconded by Dowling, to authorize counsel to update private garden policy. Approved by unanimous vote. (4-0)*

c. 2100 Golden Rain Rd. #1 – Hedge to fence request

Resident wants to remove the hedge and install a fence around the entire patio which would take over common area.

Chung stated that counsel advised the Mutual not to allow the fencing to go around the common area as the Board would be potentially ceding the common area to the resident as exclusive use. The resident would be responsible for maintaining the hedge if they choose to keep it.

Resident purchased the manor with the understanding that the entire patio was her property. Autrey expressed that it should be clearly communicated to residents where the exclusive use area ends and the common area begins, as well as what future actions or responsibilities will apply to each area.

*Motion made by Autrey, seconded by Kaiser, to install fencing as it was originally laid out when it was built. Approved by unanimous vote. (4-0)*

d. ACC standards and Standard Operating Procedure: Windows on G11 building balcony enclosures must be installed on stud wall; windows on banister structure is not acceptable. All exterior alterations to be defined as non-standard & must be reviewed by ACC.

The Alterations Department can set Statement of Procedures that they approve. Policies are generalized, but building structural standards are not incorporated into the Mutual's Alteration Policy. Chung will seek legal counsel for advice and report back to the Board.

*Motion made by Chung, seconded by Dowling, to add "pre-existing deck enclosures in Mutuals 1 & 2, 4 & 8—specifically the Sequoia, Sonoma, Claremont, Kentfield, and Monterey models"—as a policy requirement for any windows to be installed on G11 balconies. Approved by vote. (3-1 Kaiser voted no as this should go to legal counsel first and the Alterations Department should not be able to dictate how something is done.)*

*Second motion made by Chung, seconded by Dowling, any exterior changes to a building require the approval from the Architectural Control Committee with an amendment that changes of "like for like" (excluding windows installed on G11 buildings to enclose the balcony) shall not require ACC approval. Approved by vote. (3-1 Kaiser voted no)*

e. Alt. #51915 – 2601 Pine Knoll Dr. #16 Sonoma model – Total remodel: Kitchen cabinets, countertops, appliances, bathroom remodel, bathroom addition, new windows, W/D addition, recessed lights, deck enclosure, new subpanel, flooring throughout.

Contractor is Tom Kamali

Quiet rock will be used for insulation in the second bathroom for any walls adjoining the neighboring manor. Tapping into existing ductwork for heating and cooling in the bathroom and

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deck enclosure. Required a post demolition inspection.

*Motion made by Chung, seconded by Dowling, to approve the alteration application with the request changes as stipulated with Bill Parsons notations. Approved by unanimous vote. (4-0)*

- f. Alt. #51224 – 2641 Golden Rain Rd. #4 San Franciscan model – Total remodel: Move kitchen, new cabinets, countertops, appliances, bathroom remodel, bathroom addition, new subpanel, move existing W/D, flooring throughout, new windows.

Contractor is Juarez. Parsons stated that they have encountered a few issues with Juarez, but nothing of a serious nature.

The alteration started in September 2024 with changing walls without architectural drawings. Parsons informed Juarez that architectural drawings were required. Parsons just received the drawings.

Needs to add duct work changes. Staff needs to examine concrete work and clean HVAC. Requested a post demolition inspection on building infrastructure before construction begins. Electric load calculation is missing.

*Motion made by Autrey, seconded by Chung, to deny the alteration application as a scope of work was not provided. Approved by unanimous vote. (4-0)*

- g. Alt. #52149 – 1131 Oakmont Dr. #6 Sonoma model – Total remodel: Kitchen cabinets, countertops, appliances, remodel bathroom, bathroom addition, new windows, remove enclosure to open up veranda, new flooring, W/D.

Contractor is Pereyra

*Motion made by Autrey, seconded by Dowling, to deny the alteration application as a scope of work was not provided. Approved by unanimous vote. (4-0)*

- h. Alt. #52038 – 2133 Tice Creek Dr. #4 Mendocino model – Total remodel: Kitchen cabinets, countertops, appliances, bathroom remodel with addition of window, new windows, front door, W/D addition, new flooring.

Contractor is Colby Swearengin

*Motion made by Autrey, seconded by Dowling, to deny the alteration application as a scope of work was not provided. Approved by unanimous vote. (4-0)*

- i. Alteration Department Monthly Reports  
The Committee reviewed the In Progress and Completed Alteration Reports.

**5. Adjourned**

There being no further business the Architectural Control Committee Meeting adjourned at 12:11 p.m.

**Board Assistant Secretary's Certificate**

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

*Victoria Thomas*