

## MINUTES

### FIRST WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS FRIDAY, APRIL 24, 2020 AT 10:00 A.M. ZOOM MEETING

President Gerald Priebat called to order the regular meeting of the Board of Directors of First Walnut Creek Mutual on Friday, April 24, 2020 at 10:00 a.m. (Zoom Meeting)

PRESENT: Gerald Priebat, President, District 2  
Tom Hansen, 1<sup>st</sup> Vice President, District 1  
John Moe, 2<sup>nd</sup> Vice President, District 3  
Pat Donahue, Treasurer, District 4  
Peggy Kaiser, Secretary, District 5

EXCUSED: None

Staff was represented by Paul Donner, Mutual Operations Director; Rick Chakoff, Chief Financial Officer; Doug Hughs, Building Maintenance Manager; Rebecca Pollon, Landscape Manager, and Anne Paone, Administrative Secretary.

Mr. Priebat welcomed the 8 residents in attendance.

#### APPROVAL OF THE CONSENT CALENDAR

The consent calendar consisted of:

Regular Meeting Minutes – February 28, 2020  
Executive Session Minutes – February 28, 2020  
Adopt Voting & Election Rules

*Ms. Donahue moved to approve the consent calendar as presented. Mr. Hansen seconded and the motion carried without dissent.*

#### RESIDENTS' FORUM

No comments or questions.

#### LANDSCAPE REPORT

Ms. Pollon reported mulching will be delayed. Tree branches will be raised at least 10 feet as it helps prevent a fire hazard.

Ms. Pollon reviewed proposals for the Board to approve which included crowning, and clearance pruning. The total cost is \$29,000 for everything. BrightView will do all of the work except for tree crown separation to create a fire break over Upper Golden Rain Road, as requested by the fire department. This will be done by Waraner Bros. (\$8,400)

*Mr. Moe moved to approve all proposals as presented with the work being done as soon as possible and to be paid for from the reserve account. Ms. Donahue seconded and the motion carried without dissent.*

Landscape Committee: No report. Mr. Priebat reported on the status of the committee. The Board previously approved the chair, Sandra Crinnion and there are 3 candidates on hold. They will be interviewed at a later time.

### TREASURER'S REPORT

Ms. Donahue reported that for January, February, and March the Mutual is generally on budget. Building maintenance, insurance and custodial are over budget. There are some delinquencies which will be addressed. Tess Haskett advised Ms. Donahue that the Mutual will receive an insurance premium refund of \$93,600.

Mr. Chakoff reported that in March custodial services was under budget.

### BUDGET & FINANCE COMMITTEE

No report.

### MUTUAL OPERATIONS REPORT

Mr. Hughs read his report as follows:

First Walnut Creek Mutual – Board Meeting –April 24<sup>th</sup>, 2020

ON SITE CONTRACTOR- Gauthiers Construction has remained onsite to handle any and all emergency work during this stay at home order. Things continue to run smoothly as there has been a reduction in daily calls for them. They continue to do manor inspections. Initially most residents resisted these inspections but as people adjusted to this new normal they are being more receptive. The inspector doing these inspections wears a mask and gloves and cleans any surfaces he touches.

We are also getting caught up on sidewalk trippers and other minor safety hazards. We have also been inspecting the basement areas of G-11's for any plumbing leaks that might get overlooked otherwise.

ROOFING- Frank Fiala Roofing is set and ready to start his roofing work as soon as the County work restrictions are weakened to allow for such work.

CARPENTRY/PAINT WORK- Our carpentry crew and painters are also ready to begin work once these County restrictions are lifted.

Mr. Hughs reported that lighting/electrical is over budget. There have been a lot of shorts underground to the pagoda lights. They have to run newlines. The cost of the replacement of lights comes from the reserve account. Replacing wiring comes from the operating account. Mr. Donner stated that they could transfer wiring from operating to reserves.

*Ms. Donahue moved to reclass the sidewalk pagoda lights' wiring from operating to reserves beginning in 2020. Ms. Kaiser seconded and the motion carried without dissent.*

Mr. Donner reported that due to the shelter-in-place order, he has shifted crews to clean laundry rooms and trash enclosures. He pulled lighting work from Toupin and it is being

done in-house.(bulb replacement) They found a large number of lights were not working. They started in March. Every employee has a face mask. He will make sure that Gauthiers' employees are wearing masks.

### RECYCLE/COMPOSTING

Mr. Moe reported that some residents are still not compliant. He designed a flyer with 4 categories: Recycle, Organics, Landfill, and Hazardous. People throw aerosol cans, etc. into recycle bins.

He would like to start a pilot program and invite the residents to bring hazardous items into laundry rooms. They can place their electronic recycle items in provided containers that would be marked by category. He is hoping he can get Recycle to pick up there. He will drive other items to Martinez.

Ms. Kaiser was concerned that this might encourage residents to put other items in the laundry rooms, too. Mr. Priebat noted some residents already leave unwanted items in laundry buildings. Ms. Donahue reported that without knowing who the offenders are, the Board cannot consider fining them.

Mr. Priebat was not in favor of this suggestion.

### PRESIDENT'S REPORT

Mr. Priebat reported the next meeting will be on Monday, the 27<sup>th</sup>.

### ORIENTATION – Gerald Priebat

On hold due to shelter-in-place.

### UNFINISHED BUSINESS

Golf carts and electric cars usage of carport outlets – how to meter charges going forward. Mr. Moe reported that golf carts and electric cars are using carport outlets and he wants to be sure they are plugging in legally. Mr. Priebat stated the electric cars get an RFID tag and then a notice is sent to him. He then calls them to see where they will charge their cars. If in the carport, he advises them that they must follow the rules. Budget & Finance Committee is watching this issue.

Mr. Hansen reported that in his district, about 40% of golf carts are not registered.

### NEW BUSINESS

Plan to check gas meter shut-off valves. Mr. Moe no longer needs to discuss. Consider Resolution to allow the President to authorize Urgent Expenditures not to exceed \$5,000.00 – Mr. Priebat discussed allowing the President to authorize expenditures within \$5,000.

Ms. Donahue moved to allow the president to authorize urgent expenditures NTE \$5,000, with urgent referring to health and safety matters. The motion failed for lack-of-a-second.

Despite the failure of the motion, the Board briefly discussed the issue. It was noted that this is very common and the Bylaws support this. The amount is considered well within the authority of the Board president. It is considered unreasonable to have to call a meeting to approve this type of expenditure.

The Mutual attorney was attending the meeting for an executive session and confirmed that such a motion would be acceptable under the Mutual's bylaws and/or Davis-Stirling. The Board still chose to let the motion fail.

### ANNOUNCEMENTS

The next regular Board meeting: Friday, May 22<sup>nd</sup>, 2020 at 10:00 a.m. (ZOOM Meeting)

### ADJOURNMENT

Having no further business, the meeting adjourned at 11:10 a.m.



---

Anne Paone, Assistant Secretary  
First Walnut Creek Mutual

\*\*\*The Board of Directors met in executive session on February 28, 2020 at 11:35 a.m. to discuss the following:

1. Member Matters: Extend Lease – approved for 6 months with stipulation;  
Noise, Parking, People in and out of manor – attorney to review

Having no further business, the executive session adjourned at 11:45 a.m.