

## MINUTES

### FIRST WALNUT CREEK MUTUAL BOARD OF DIRECTORS REGULAR MEETING

Friday, April 28, 2023 at 10:00 a.m.

Event Center – Donner Room

---

#### **CALL TO ORDER**

President England called to the meeting to order at 10:01 a.m.

- A. **BOARD MEMBERS PRESENT** Mary England, President, District 5  
Pat Donahue, Vice President, District 4  
Jean Autrey, Treasurer, District 1  
Elizabeth Copley, Secretary, District 2  
Vacant, 2<sup>nd</sup> Vice President, District 3

#### **OTHERS PRESENT**

Paul Donner, Director Mutual Operations  
Dave Peakes, Building Maintenance Manager  
John Tawaststjerna, Landscape Manager  
Anne Paone, Assistant Secretary  
Victoria Thomas, Board Services Coordinator

#### **B. CONSENT CALENDAR**

The Consent Calendar consisted of:

Board of Directors Regular Meeting Minutes - April 14, 2023  
Certify Board's compliance with Civil Code 5500

*Motion made by Autrey to approve the Consent Calendar as posted. Seconded by Donahue.  
Approved by unanimous vote. (4-0)*

#### **C. MEMEBERS' FORUM**

Members were afforded the opportunity to express their concerns, make comments, and/or have questions for the Board. Comments included: Bylaws Article 9, suggestion to move Members Forum to the end of the Board meetings, residents experiencing a rat problem, horseflies, resident said repairs to her rotten siding was held up due to litigation - Donner responded that as soon as MOD is given the approval from the attorney the project will commence.

#### **D. REPORTS**

##### 1. Landscape

Maintenance Report

- Remainder of any perennial pruning
- Shrub fertilization
- Start up irrigation inspections complete, reviewing system again
- Fire abatement season is upcoming in about a month

Tree Maintenance

- Removal permits are being applied for the following list of trees
  - 3 Monterey Pines Oakmont Entry 1
  - 1 Ginkgo Biloba Oakmont Entry 1
  - 3 Canary Island Pines Golden Rain Entry 11
  - 4 Canary Island Pines along Golden Rain across from Iris Park

- 3 Stone Pines Golden Rain Entry 17
- 1 Aleppo Pine Golden Rain Entry 24

Copley asked about the trees leaning on the hill. Tawaststjerna replied that there is no guarantee that the City of Walnut Creek's arborists will give permits for this.

#### Proposals for Approval

Tawaststjerna received three proposals from Brightview for general pruning:

- Pine Knoll Entry 5 Lawn Removal and Seating Area (SO# 8068217) \$20,450.64 (Reserves)

*Motion made by Autrey to approve the not to exceed \$20,500.00 from reserves for lawn removal and seating area projects. Seconded by Donahue. Approved by unanimous vote. (4-0)*

- EBMUD Rebate
  - 2,855 sq ft
  - \$3,568.75

- Golden Rain 18/23 plantings where tree recently fell (SO# 8095459)

- Not to Exceed \$7,397.46 (Reserves)

*Motion made by Autrey to approve the not to exceed \$7,400.00 from reserves for removal of trees. Seconded by Donahue. Approved by unanimous vote. (4-0)*

- Oakmont Turf Removal and Plantings in areas where PG&E completed work.

Tawaststjerna will try to get a rebate from EBMD.

- \$12,848.81 (Reserves)

*Motion made by Autrey to approve the not to exceed \$12,900.00 from reserves for the work. Seconded by Donahue. Approved by unanimous vote. (4-0)*

#### Landscape Committee

Copley reported that the Committee met on April 5<sup>th</sup>.

Topics discussed at the meeting were: landscape priorities for 2023, a mission statement for the Committee needs to be created, the Committee will inform the Board of its priorities and practices for their use in directing Brightview. For water conservation the Committee plans to monitor EBMD water consumption, develop a plant list to prioritize drought tolerance, and lawn conversion and possible ivy removal to a drought tolerant design. The Committee wants to establish a tree maintenance program. Mitigation. Residents in Oakmont Entry 1 have an ongoing rat problem due in large to 2 female Ginkgo Biloba trees, which were most likely planted by mistake. The residents have submitted a formal request to have the trees removed. However, the trees are larger than Walnut Creek's policy allows. Donahue will call the City to request special permission and work with Tawaststjerna to get them removed.

#### 2. Treasurer

Donner reported that the new CFO, Tom Hand, started Monday.

The Accounting Department is now fully staffed.

To date, there are no financial reports available. Donner reported out on the financials: Ending balance \$1.5M Operating, \$8.5M Reserves, and \$100,000 Actual, which is better than what was budgeted.

Autrey asked what the cost is estimated to be for repairs from the storm damage. Donner said the cost is unknown at this time.

### Budget and Finance Committee

Peggy Kaiser, resident, commented on electric vehicle charging station issue. Autrey reported that most recent FWCM financials received are for December 2022. Search for a new CFO continues. Suggested recommendations to present at Mutual President's meeting: standardize collection policies across all Mutuals and seek an earlier closing date for monthly "books" to get on time Mutual access to financial reports. No report yet on financial impact of storm repair and cleanup.

June 1<sup>st</sup> begins revised/adopted FWCM fees for use of electricity in FWCM common areas. Update of FWCM electric vehicle charging policies and fee collection remain under development.

Review/discussion of presentations by Helsing Group and "Porter" reserve study models. Board Members to seek info/experience of other Mutuals regarding Porter models.

### 3. Mutual Operations

Donner reported that insurance is being reviewed for 2024. They met with Gallagher to discuss the continual increase with insurance. Donner stressed the importance of reducing the loss history and gave examples of how to lower the loss history: make building improvements, install fire sprinklers in carports and fire blocks in the attics at every unit. Donner and Peakes will provide the Board with a cost analysis for such improvements.

Peakes reported on projects he's working on.

Carpentry/Paint Rehab Work – Carpentry crew has finished rehab work at 1160, and 1184 Rockledge Lane and are currently working on 1224 Rockledge before moving on to 1372 Rockledge Lane. The other has finished 2416 Golden Rain Rd. and will start the rehab next at 2425 Golden Ran Road. Last month Peakes reported they would be going to 3241 Golden Rain next, but that building has been put on hold for now. The painting crew has finished up on 1112 Rockledge and are currently starting on 1160 Rockledge and will then go to 1184 Rockledge. The other painting crew is initiating work at 2416 Golden Rain Rd.

Fire Building – Currently, texturing and painting the sheetrock is near completion. Doors and trim are being installed as is the cabinetry. A chart provided to me shows a final completion date of 7/4/23, this includes an extensive 3 week allotment for punch list items.

Electrical Panels – To date, Gauthier Construction has swapped out 13 of the Zinsco electrical sub panels. They are moving along at a pace of 2 installs per week. The results of the inventory obtained through their annual manor inspections so far, show that approximately 24% of inspected units have original Zinsco sub panels.

Roofs – The 2023 roofing contract has been awarded to Fiala Roofing and they are currently working on obtaining permits and ordering materials. 11 buildings will be getting re-roofed at a cost of 464,622. An approximate \$45,000 of that will be re-roofing alterations.

### 4. Governance

Wright reported Governance Committee met on April 20, 2023. Committee members present were: Dick Locke, Marcia McLean, Judith Foley, and Paul Wright.

At the meeting the Committee finalized its review and analysis of the existing GRF/MOD agreement, and agreed to forward the draft to England.

The Committee is scheduled to meet again on May 12, 2023 at 2:00pm.

5. Capital Project

The Committee met on April 28, 2023 to discuss project priorities criteria, RFP for electrical engineering study, and Committee assignments.

6. President's Forum Report

England reported that the Board Presidents met with the agenda focusing on insurance allocation. Autrey is now on the Insurance Task Force to review how allocation is formulated.

The May 9<sup>th</sup> New Residents Orientation was cancelled. Autrey stated that she had conducted meetings in the past and volunteered to conduct meetings in the future should Jerry be unable to attend.

7. New Resident Orientation

Meeting was cancelled.

**E. UNFINISHED BUSINESS**

1. EVCS Policy

The Board met with Bill Parsons and Dave Peakes to review the policy. During their review they found inconsistencies in the policy. The policy that was adopted in 2014 states that the requirements for installing an electric vehicle charging station in a standalone garage or G11 carport requires a hardwire installation. This will require a dedicated outlet. It is recommended that the outlet be an ACPI with dedicated wiring to install it. The Board will be adding revisions to the policy that include safety requirements for the install.

2. Parking Policy

Topic was tabled.

**F. NEW BUSINESS**

1. Clean Carports Campaign

England would like to start a campaign for residents to clean their carports.

Jim Hogue has been a carport inspector in the past for the Mutual. Peakes will contact Hogue to get a quote from him for this project and check his availability.

2. Insurance Reports

Autrey volunteered to update the Board on insurance reports.

3. Nominate and appoint FWCM Liaison to Ad-Hoc Engagement Committee

Autrey volunteered to be on the Committee.

*Motion was made by England to nominate and appoint Jean Autrey as the FWCM Board Liaison to the Ad-Hoc Engagement Committee. Seconded by Copley. Approved by unanimous vote. (4-0)*

4. Appoint Victoria Thomas as Assistant Secretary to WCM Board

*Motion was made by England to appoint Victoria Thomas as the Assistant Secretary to the FWCM Board. Seconded by Autrey. Approved by unanimous vote. (4-0)*

**G. ANNOUNCEMENTS**

The Board is in the process of recruiting a new Director to fill the vacancy.

England announced that the next Board of Directors meeting is scheduled for May 12<sup>th</sup> at 10:00 a.m. at the Event Center in the Donner Room.

**H. ADJOURNMENT**

Having no further business, the meeting adjourned at 11:22 a.m.

**Secretary's Certificate**

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

---

Victoria Thomas  
Board Services Coordinator