

## MINUTES

### FIRST WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS FRIDAY, DECEMBER 9<sup>th</sup>, 2022, AT 10:00 A.M. ZOOM

President Mary England called to order the regular meeting of the Board of Directors of First Walnut Creek Mutual on Friday, December 9<sup>th</sup>, 2022, at 10:04 a.m. via Zoom.

PRESENT: Mary England, President, District 5  
Pat Donahue, 1<sup>st</sup> Vice President, District 4  
Autrey, Treasurer, District 3  
Elizabeth Copley, Secretary, District 2

EXCUSED: John Moe, 2nd Vice President, District 1

Staff was represented by: Paul Donner, Mutual Operations; Dave Peakes, Building Maintenance Manager; John Tawaststjerna, Landscape Manager; Lisa Kam, Administrative Services Manager and Lucy Limon, Board Services Coordinator.

#### APPROVAL OF THE CONSENT CALENDAR

The consent calendar consisted of:

October 14<sup>th</sup>, 2022- Regular Board Meeting  
October 28<sup>th</sup>, 2022 - Regular Board Meeting  
November 18<sup>th</sup>, 2022 – Regular Board Meeting

Motion: Compliance with Civil Code 5500

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

A voice vote was taken. England-Y, Donahue -Y, Autrey-Y, Copley-Y

#### MEMBERS FORUM

Resident stated they would like FWCM to have shared solar.

Resident reported thanked MOD staff for all their work in the 2022 year.

Resident thanked all the volunteers in FWCM. Briefly talked about the shared solar project within the Mutual.

Resident asked if the city had new requirements on permits.

Resident asked if the EV charging policy will be voted on.

#### LANDSCAPE REPORT

Mr. Tawaststjerna briefly reported that the Brightview crews will be removing leaves once a week throughout the Mutual and will pick up excess leaves where most needed. The irrigation controllers are currently off and will remain off until further notice.

*Ms. Autrey moved to approve the proposal from BrightView for GR 23 – building 3001 lawn removal with plant replacement in the amount of \$7,109.85 from Reserves: Ms. England seconded, and the motion carried without dissent*  
A voice vote was taken. England-Y, Donahue-Y, Autrey-Y, Copley-Y

## LANDSCAPE COMMITTEE REPORT

Mr. Tawaststjerna reported that the committee's next meeting is to be determined.

## TREASURER'S REPORT

Ms. Autrey gave the following report:

### FIRST WALNUT CREEK MUTUAL

Treasurers Report  
As of 10/31/2022

Cash in Bank           \$8,637,749  
Includes an unknown amount of property fund

Net Income to Date \$808,248  
Refunds from GRF and MOD \$1,088,979  
Total Net Income \$1,897,220

Ending Fund Balances  
Operating \$3,921,716  
Property \$7,682,419  
Reserve: \$7,783,997  
Total: \$19,388,132

Accounts Receivables \$648,289  
(Per aging collection efforts are on ongoing)

Under/(Over) Budget – Operating  
Current month (\$53,907)  
Year to date \$964,820

Categories – Operating YTD  
Overbudget: Building Maintenance, Insurance  
Underbudget: Landscaping, Utilities

## BUDGET & FINANCE COMMITTEE

No report.

## MUTUAL OPERATIONS MANAGEMENT REPORT

Mr. Donner reported that the GRF CEO search consisted of 31 candidates. From the 31, the search group was able to narrow it down to 6 candidates. Those 6 candidates were interviewed and the top 3 were chosen – 2 men and 1 woman. One of the candidates dropped out. The final 2 candidates have been interviewed by the GRF Board and senior staff and a decision has been made. No formal announcement has been made, but Mr. Donner expects there will be an announcement early next week.

Mr. Peakes provided the following report:

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**WATER COOLED AC CONVERSIONS** – I had a discussion with John Moody and have received an estimate on the cost for doing a gas to electric conversion for the heat pump and ac units in the Golden Gate style manors. These units will be the costliest of all potential conversions because the line sets will have to be run on the roof. His bid was \$12,100 per install. Dave Gauthier has provided an estimate of \$11,000 for work required that would not be in the scope of the Hvac installer including potential panel upgrades, sheetrock work and line set chase/covers. This would bring the total to approx. \$23,000 per conversion for the most costly units. I'm still trying to put together a concise list of the manors that still need to be done. I have found in Doug's files that he noted 194 remaining, I need to cross reference that number with the number that I came up with of 256.

**CARPENTRY/PAINT REHAB WORK** – Carpentry crews are working at 2549 Pine Knoll. When they finish that building, that will conclude their schedule for the 2022 rehab. Program. Painters are working on 2400 Pine Knoll and are having to work around weather and specific hours where the paint can be applied. There are two buildings left on their schedule.

**FIRE BUILDING** – State Roofing has done the Duro-Last patch on the flat portion of the roof and are now applying the composition shingles to complete the roofing portion of the project. They anticipate a week to completion (weather providing). Permits are being obtained to transition into the interiors rebuild as soon as possible after the roofing is complete.

**STREET REPAIRS** – It has been brought to my attention that the Golden Rain Board has approved street repairs on the very bumpy stretch of road (roots) from Skycrest to entry 19 Golden Rain Rd.

**2023 ROOFING PROGRAM** – I have been going through the files and putting together a list of roofs to be done for next year's roofing program. Currently I have been walking these roofs and will be reaching out to vendors for bids in the coming month

### UNFINISHED BUSINESS

- 1. Assessment of Seismic Risk G-11 Buildings (10-year planning committee):** No update.
- 2. EV Charging Stations Policy Draft Revisions (10-year planning committee):** The group has not met, this will be resumed next year,
- 3. Water Cooled AC in Golden Gates, Monterey/Carmel Costs (Dave Peakes):** A report from Dave was received recently. Dave to do more research on this project to present at the next meeting.

## NEW BUSINESS

**1. EV Charging Fee Structure recommendation from B&F Committee:** A proposal has been sent to the Board which includes different recommendations in fees for charging electric vehicles depending on milage. Ms. Autrey will advise the Budget and finance committee of what Board's commentary.

**2. Designate a successor group to PRC (Autrey):** No decision taken.

**3. Charter a Standing Capital Projects Planning Committee (England/Copley):**

*Ms. Autrey moved to approve the proposed charter for a standing capital project planning committee: Ms. Copley seconded, and the motion carried without dissent*

A voice vote was taken. England-Y, Donahue-Y, Autrey-Y, Copley

The Committee Charter states the Committee purpose and responsibilities.

**4. Shared Solar Policy Language Revision from Legal Counsel, and Members:** The Board will send the revisions back to legal counsel for further clarification.

**5. Board authorize President (Mary A England) to sign legal documents:**

*Ms. Autrey moved to authorize the President to sign legal documents: Ms. Copley seconded, and the motion carried without dissent*

A voice vote was taken. England-Y, Donahue-Y, Autrey-Y, Copley

**6. Board Approval of Resolution for 2023 Civil Code 55502 Statements (Autrey):**

*Ms. Autrey moved to adopt a resolution for 2023 certifying compliance with Civil Code 5502 to allow MOD Accounting to sign checks for FWCM: Ms. England seconded, and the motion without dissent.*

A voice vote was taken. England-Y, Donahue-Y, Autrey-Y, Copley

**7. Appoint two new members to M 1 Landscape Committee (Kian Ghadimi, Pat Power):**

*Ms. Donahue moved to appoint Pat Powers – District 5 – to the landscape committee: Ms. England seconded, and the motion without dissent.*

A voice vote was taken. England-Y, Donahue-Y, Autrey-Y, Copley

**8. Schedule M 1 Board Meetings 2023 (England) Format Hybrid Zoom, In person:**

*Ms. England moved to hold FWCM meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Friday of every month via hybrid style: Ms. Autrey seconded, and the motion without dissent.*

A voice vote was taken. England-Y, Donahue-Y, Autrey-Y, Copley

**9. MOD Support in absence of MOD Board Office Staff (England):** Lisa Kam advised the Board that Anne Paone is scheduled to be back in the office on December 12<sup>th</sup>. Anne will be back on a part time basis for a couple weeks. She instructed the Board to send all Board business to Anne, then Anne will delegate to Lisa if she needs additional support.

**10. Review/request list of M 1 Reports from MOD ex: Alterations reports (Autrey):**

Ms. Autrey requested the following reports from MOD, twice a year:

- i. Alterations completed/in process
- ii. Resident listing by district
- iii. Golf carts registered
- iv. Annual sales report
- v. Billing Schedules (on requests)
- vi. Past due maintenance/manor inspections

Lisa Kam advised Ms. Autrey to contact MOD to obtain the reports that are being requested.

**11. Appoint members of new Governance Committee (Marcia Mclean, Dick Locke, Judy Foley, Paul Wright)**

*Ms. Copley moved to appoint the following members to the Governance Committee Marcia McLean – District 2 –; Judy Foley – District 1 –; Dick Locke and Paul Wright – District 5 -: Ms. Donahue seconded, and the motion without dissent.*  
A voice vote was taken. England-Y, Donahue-Y, Autrey-Y, Copley

The committee needs members from districts 3 and 4.

**ANNOUNCEMENTS**

The next meeting of the Board will be on January 13<sup>th</sup>, 2023, at 10 am on Zoom.

**ADJOURNMENT**

Having no further business, the meeting adjourned at 12:28 p.m.

Submitted by Lucy Limon



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Anne Paone, Assistant Secretary  
First Walnut Creek Mutual

\*\*\*The Board of Directors met in executive session on December 9<sup>th</sup>, 2022, at 12:30 pm to discuss membership matters, legal issues and governance.

Having no further business, the executive session adjourned at 1:09 p.m.