

MINUTES

FIRST WALNUT CREEK MUTUAL
REGULAR MEETING OF THE BOARD OF DIRECTORS
FRIDAY, FEBRUARY 24, 2023 AT 10:00 A.M.
ZOOM

Vice President Pat Donahue called to order the regular meeting of the Board of Directors of First Walnut Creek Mutual on Friday, February 24, 2023 at 10:00 a.m. via Zoom.

PRESENT: Mary England, President, District 5 (From Mexico)
Pat Donahue, 1st Vice President, District 4
John Moe, 2nd Vice President, District 3
Jean Autrey, Treasurer, District 1
Elizabeth Copley, Secretary, District 2

EXCUSED: None

Staff was represented by: Paul Donner, Mutual Operations; Joel lesser, Chief Financial Officer; Dave Peakes, Building Maintenance Manager; John Tawaststjerna, Landscape Manager; and Anne Paone, Administrative Secretary.

APPROVAL OF THE CONSENT CALENDAR

The consent calendar consisted of:

January 27, 2023 Regular Meeting
January 13, 2023 Executive Session Meeting

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

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

Ms. Donahue moved to certify compliance with civil code #5500. Ms. Copley seconded and the motion carried without dissent.

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

RESIDENTS' FORUM

Before the start of members Forum, Ms. Donahue reported to the members that the Board met with the attorney and after a discussion and explanation from the attorney regarding use of carport roofs, the Board agreed that they will not move forward with the inclusion of shared solar in the solar policy. There is no more controversy on this matter.

Resident stated the Board should focus on Ad Hoc Committees when considering establishing committees. Resident also asked if the assessment of seismic risk was included for them to look into.

Resident asked if the Board is aware of the mid-March FEMA deadline. He doesn't know what the Mutual would qualify for. He would like to have more transparency with committee work.

Mr. Donner reported that he was on the phone with FEMA and it is set up for homeowners, so the homeowner must contact them.

Ms. Donahue moved Solar Policy from Unfinished Business to discuss at this point in the meeting. Ms. Donahue stated that they will stay with the policy as it is written, but may make some editorial changes and some clarifications. There will be no more discussion on shared solar. It will not be included at this time. Ms. Bradner reported that the Board got clarifications and what they are doing is appropriate as advised.

LANDSCAPE REPORT

Mr. Tawaststjerna gave the following report:

FWCM Landscape Report

Maintenance Report

- Pre-emergent weed spraying
- Perennial pruning
- Trimming of ornamental grasses
- Shrub fertilization

Tree Maintenance

- Applied for permit for an Aleppo Pine in Oakmont Entry 16
- Pine Knoll will be the next street to have yearly pruning for health, safety, and building clearance

Proposal for Approval

- FWCM – Mulch and cobble refresh for Phase 3
 - Mulch - \$60,000 (Operating)
 - Cobble – \$20,000 (Operating)
 - Entries included in Phase 3 are Rockledge 1-9, Fairlawn 1, 3, & 5, and Tice Creek B & C
 - If Brightview does not use all material in the above entries, mulching will begin in Golden Rain Entry 1, and will stop once all materials are used.

BrightView submitted a proposal for mulch and cobble for phase 3 to refresh entries.

Mr. Moe moved to approve the proposal from BrightView for an amount NTE \$80,000 for the entries refresh with mulch and cobble. Ms. England seconded and the motion carried without dissent.

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

LANDSCAPE COMMITTEE REPORT

Ms. Copley reported as the liaison. There will be a meeting on March 1 at 10:30 am in MPR #1.

TREASURER'S REPORT

Ms. Autrey reported there are no financials yet. They are starting to move on delinquencies.

Mr. Lesser reported the December financials are a bit late. They should be published soon. They are behind with the year-end processing. They are recruiting and continuing the search for his position. His last day is April 6.

BUDGET & FINANCE COMMITTEE

Ms. Prichard reported the committee is reviewing formats for the reserve study. They had 2 presentations. One from Paul Donner and another from a reserve company. The committee is waiting for the financials. They have recommended an amendment to the electric fees used by for EV charging and Golf cart charging.

The insurance premium has been paid. The budget had it covered.

Mr. Lesser reported that the premium came in under the amount expected, but there are some gaps. FWCM cash flow is very good.

Ms. Prichard stated there are different ways to approach a reserve study. An on-site visit is required every 3 years and a review is done every year. The committee is looking at other formats.

MUTUAL OPERATIONS REPORT

Mr. Donner reported that GRF approved increasing the MOD alterations and resale fees. The last raise was in 2019. This is so these fees are not added to the coupon because then everyone would be paying for someone else's alteration fees. This will start on March 15th. The increase will be \$25-\$50 depending on what they are requesting. The search for the CFO, Resident Services are ongoing. They are close to making an offer for the Resident Services position. They are still interviewing for the Board Services Coordinator. There have not been a lot of applicants. They will look to fill Mr. Donner's position in late April or early May.

Mr. Peakes gave his report as follows:

First Walnut Creek Mutual – Board Meeting – February 24th, 2023

PG&E – VPI (Veteran Power) has completed running the underground conduit. They are now waiting for PG&E to schedule the clearances (power outages to perform electrical work). I was told that they anticipate the clearances to occur some time in March. Once clearances are completed, VPI's crews will backfill the areas and make safe. They will then submit remedial (concrete, paving etc.) requests to PG&E and they will award a contractor with the restoration project.

CARPENTRY/PAINT REHAB WORK- Carpentry crews have initiated the 2023 Rehab program and have started to work at 1112 Rockledge Lane, and 2416 Golden Rain Road. Painters have resumed work and are finishing up the last two buildings from the 2022 rehab program (2501 and 2549 Pine Knoll), before following up behind the carpentry crews.

FIRE BUILDING – Mark Scott Construction addressed their punch list items and have gotten approval from the City of Walnut Creek to close out their scope of the project (Roof and Truss). Oak Park Construction has been moving along on the interiors. Their progress, based on insurance payouts so far, shows to be at about 35% complete. Residents of the affected units are in the midst of submittal meetings to determine materials, finishes and other items.

ELECTRICAL PANELS – Gauthier Construction has submitted for permits from Walnut Creek and is purchasing materials to start replacement of the 85 panels originally selected for replacement by Pure Electric. To determine the number of remaining interior original Zinsco sub panels, Gauthiers crew will be checking the panels during their annual home inspections. So far, the percentage of original panels identified through these inspections is at 23%.

ROOFS – This year's roofing program has exceeded the anticipated budget. I've scheduled 11 roofs to be done, with an additional 1 that has failed before its anticipated time, for a total of 12 roofs. Initially it was thought that this year would be more focused on carports, as was last year, but I have found that these 11 roofs have not been done since 1998 and 1999.

These roofs have a 15 year warranty, although they consistently last well over 20 years. In keeping with the maintenance schedule that preceded me, these roofs should be done. The bid has come in at \$486,486. \$300,000 was budgeted.

Ms. Autrey moved to approve an amount NTE \$486,486 for the roofing project, which will be paid from reserves, and includes the 12th roof that failed before its anticipated time. Mr. Moe seconded and the motion carried without dissent.

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

Ms. Autrey moved to approve a NTE amount of \$15,000 for the proposal from Five Star to install piping at Entry 19-20 between buildings 2801-2817 and to be taken from reserves. Ms. England seconded and the motion carried without dissent.

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

Ms. Autrey moved to approve a proposal from Five Star with a NTE amount of \$8,000 from reserves to install a French drain around the carport on E2-Rockledge. Ms. Copley seconded and the motion carried without dissent.

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

PRESIDENT'S FORUM REPORT

Ms. England reported that the purpose of the meeting is to look at issues common to the Mutuals and to get updates from GRF.

NEW RESIDENT ORIENTATION

The next meeting will be held on March 14th at 10:00 am in the Doner Room at Gateway.

UNFINISHED BUSINESS

1. Solar Policy – Already discussed.
2. Update on Water-Cooled A/C
Mr. Peakes reported the cost for 30 San Franciscans would be \$8,347.50 each for a total of \$247,425. The Monterey/Carmel cost would be \$626,810 with 76 units. There are 104 Golden Gate units and they will do a pilot program for them, but there is no cost yet. All Bay Construction provided the amounts. Mr. Peakes reminded everyone that the prices for materials are going up soon.
3. Social Update
Ms. Donahue stated that the Board should consider Ms. Kaiser's comments. Ms. England reported that there is a charter for the committee that she put together. Ms. Autrey suggested designing a model or template for maximizing member involvement.
Mr. Moe moved to accept the Social charter and to establish an ad hoc committee. Ms. Donahue seconded and the motion carried without dissent.
A voice vote was taken. England-Y, Autrey-Y, Moe-Y, Donahue-Y, Copley-Y
4. 10-Year planning Committee proposals
Ms. England reported that the chair will be launching the committee in March. Young Chun, the chair, or Ms. England can be contacted if you are interested in volunteering.

NEW BUSINESS

None

ANNOUNCEMENTS

Ms. Donahue announced there will be a regular Board meeting on March 10, 2023 at 10:00 a.m. on Zoom.

ADJOURNMENT

Having no further business, the meeting adjourned at 11:17 a.m.



Anne Paone, Assistant Secretary
First Walnut Creek Mutual