

## MINUTES

### FIRST WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS FRIDAY, JANUARY 24, 2020 AT 10:00 A.M. DONNER ROOM – EVENT CENTER

President Gerald Priebat called to order the regular meeting of the Board of Directors of First Walnut Creek Mutual on Friday, January 24, 2020 at 10:00 a.m. in the Donner Room, Event Center, Walnut Creek, California.

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 12 residents in attendance.

#### APPROVAL OF THE CONSENT CALENDAR

The consent calendar consisted of:

Regular Meeting Minutes – November 22, 2019  
Special Meeting Minutes - December 20, 2019  
Executive Session Minutes – November 19, 2019 and November 22, 2019  
Ratifying of Compliance with Section 5500 of Davis-Stirling – October, and November 2019

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

#### RESIDENTS' FORUM

The Residents' Forum was held. Topics included waste enclosures and residents not using recycling bins correctly.

#### LANDSCAPE REPORT

Ms. Pollon provided her worksheet for the Board as follows:

#### 2020 ANNUAL GOALS

- 1) *Complete all pending resident requests*
- 2) *Identify worst entry in each district to begin rehab program*

3) *Identify underperforming lawns or lawns that would be better served as another type of landscape for potential 2020 or 2021 replacement to take advantage of available rebates*

**ANNUAL TASKS (OPERATING) \$125,000**

**AVAILABLE BUDGET \$116,053**

|   |          |                       |
|---|----------|-----------------------|
| Mulch                                     | \$42,000 | Propose               |
| Color spots                               | \$10,464 | Propose               |
| Plant replacements                        | \$7,737  | Approved-late January |
| construction                              |          |                       |
| Small projects/resident requests          |          |                       |
| 1) Rejuvenative pruning of Oleander hedge | \$1,210  | Approved              |
| Turf rehabs                               | \$0      |                       |

**PROJECTS (RESERVES) \$190,000**

**AVAILABLE BUDGET \$172,505**

|                                     |          |                               |
|-------------------------------------|----------|-------------------------------|
| Building/Entry rehabs               |          |                               |
| 1) Rockledge 6 Laundry construction | \$3,930  | Approved-January              |
| 2) Rockledge 6 native garden        | \$13,565 | Approved-January construction |
| 3) Golden Rain 8 1916-1940          | \$13,590 | Tabled                        |
| 4) GR 7 1800                        | \$19,147 | Tabled                        |
| 5) GR 6 1748                        | \$12,782 | Tabled                        |
| 6) Pending small/medium projects    | \$TBD    | Awaiting proposals            |
| Capital improvements                |          |                               |
| 1) Pine Knoll 2/Golden Rain corner  | \$TBD    | Awaiting proposal             |
| 2) Pine Knoll thoroughfare          | \$TB     |                               |

**FOR MANAGEMENT**

|                          |                  |                       |
|--------------------------|------------------|-----------------------|
| <b>Tree maintenance</b>  | \$115,000        | Tree plan in progress |
| <b>Reserves/Removals</b> | \$130,500        |                       |
| <b>REMAINING BUDGET</b>  | <b>\$245,500</b> |                       |

**Fire plan** N/A  
 (included in contract)

**Irrigation plan \$35,000**  
**REMAINING BUDGET \$31,799**

|   |          |                  |
|---|----------|------------------|
| Total clocks  | 66       |                  |
| Clocks older than 5 years (less than 10)                          | 4        |                  |
| Subscription fee (~\$250 each clock > than 5 yrs)                 | \$1,000  |                  |
| Number of clocks to replace (Older than 10)                       | 4        |                  |
| Cost (\$2,500 ea)   | \$10,000 | Revisit mid-year |
| Projects  |          |                  |
| 1) Rockledge 6 Laundry irrigation construction-Code to irrigation | \$2,201  | Approved-January |

Ms. Pollon reported that mulching will be done at the end of the winter.

The Board and Ms. Pollon reviewed the proposals for mulching and color spots. Color spots will be installed across from Pine Knoll, Entry 2. Entry 2 is not included because it will be rehabbed.

*Mr. Moe moved to approve mulching in the amount of \$42,000 and the installation of color spots in the amount of \$10,464. Mr. Hansen seconded and the motion carried without dissent.*

Ms. Pollon reported that FWCM will receive a rebate from EBMUD in the amount of \$1,155 as grass area was replaced with native plants in Rockledge, Entry 6.

The Board agreed to table proposals for GR 7 1800 and GR 6 1748 until next month. Rebecca will do a walk through first to get residents' input.

Mr. Priebat reported there are 2 open positions on the committee for Districts #3 and #4. The chair is also open.

The Landscape Committee meeting for February has been cancelled.

### TREASURER'S REPORT

Ms. Donahue reported that the December year end financials have not been distributed yet. The increase in the coupon was mostly due to insurance. They planned on a 20% increase, but it came in closer to 50%.

Mr. Chakoff reported that he had a chance to look at the preliminary year end financials. The property insurance is coming in about \$237K over budget. Offsets include an estimated \$58K MOD refund, \$29K 2019 excess commissions and \$63K 2020 estimated excess commissions. This leaves a net budgetary shortfall of \$87K. It should be stressed that these are estimates and not final.

### BUDGET & FINANCE COMMITTEE

Ms. Autrey reported there were no financials yet. The committee is still working on the water project. There is one meter that is using much more water. The golf cart issue is ongoing. They are checking that people are paying for the use of the Mutual's electricity. Ms. Autrey asked Securitas for a list of electric golf carts and cars. Dennis Bell will attend their meeting in March. Doug Hughs has been invited to attend the February meeting. The committee wanted to receive invoices for Republic's trash pick ups to determine problem areas. Mr. Priebat stated this is an issue for Mr. Moe, not the Finance Committee.

### MUTUAL OPERATIONS REPORT

Mr. Donner reported that Mary Ann Gannon-McCooney's last day as a full-time employee will be on January 31st, but she will work 20 hours per hour. She will liaison with Republic Services and work with Rebecca Pollon. Lisa Lankford will work in Mary Ann's position. She has over 20 years of experience.

Mr. Hughs read his report as follows:

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FIREWALLS IN G-11 BUILDINGS- After the recent fire in SWCM some interest has come

up in installing additional firewalls in Sonoma/Sequoia buildings. The approximate price to do this work would be \$3500 per wall in attic spaces and \$1500 per wall at back deck partitions.

**DRAINS-** This month we replaced roughly sixty feet of storm drain line that was located at Entry 16 Golden Rain Road. The 10" storm drain line was packed solid with dirt and had to be physically broken up and replaced in order to restore it to full working order. This drain line was the main drainage system for most of the asphalt entry at Entry 16.

**ROOFING-** We will be looking at ten building roofs and two carport roofs next week Thursday with our roofer to get prices for February's Board meeting.

The Board discussed whether the G-11's have fire walls in them. Mr. Hughs will send the Board Mell Wall's report regarding fires and upgrades. There are 916 unit in the G-11s. the Mutual is studying the feasibility of doing upgrades such as fire stops, etc.

### RECYCLE/COMPOSTING

Mr. Moe reported that he would like the trash policy to be revised. He reminded the Board they had previously discussed this matter. Mr. Priebat asked Mr. Moe to redistribute the proposal to the Board for their review. Mr. Moe reported that every Thursday he checks the trash enclosures. The lack of compliance is very bad. He thinks the Board needs to go door-to-door to explain how to separate trash.

### WEBSITE

Mr. Priebat reported that Ms. England could not attend this meeting. He reminded the membership that an Ad Hoc Committee was formed with Ms. England as the chair. Most of the Board agreed that they are not ready to move forward with a website at this time. Mr. Moe reported that they should be moving forward as it is the modern way to communicate.

The Board agreed that they should have more volunteers on the committee to do more research.

### PRESIDENT'S REPORT

Mr. Priebat reported that Pat Donahue attended the Presidents Forum as he was away. Ms. Donahue stated that the main topic was insurance.

### ORIENTATION – Gerald Priebat

Mr. Priebat reported the next meeting will be on February 11<sup>th</sup> at 10:00 a.m. in the Donner Room. All residents are welcome to attend.

### UNFINISHED BUSINESS

The Board appointed Ms. Kaiser as the liaison to the Landscape Committee.

Ms. Kaiser reported as follows:

### Golf Carts in District 5 of Mutual 1 report

The Safety Office list has 21 golf carts registered to addresses in District 5. If I am cross referencing and interpreting the lists correctly, the list from MOD shows 7 District 5 residents signed up to rent a golf port and to pay the electricity fee of \$5 a month. I will add that research shows this does not come close to covering the cost of a golf cart charging regularly. Only one resident is listed as paying electricity, but not renting a golf port. And from District 5 records, it appears he may no longer even reside within District 5.

On Monday January 20, I observed **27 golf carts** parked in various area of District 5. I did not find a registration sticker visible on many of the carts. The search for registration stickers was hampered because they are not always placed on the rear bumper and many carts had covers which made searching difficult. But pretty sure several had no sticker.

Ms. Kaiser reported her additional observations.

#### Conclusion or Questions:

1. More than 1/2 of the cart owners in district 5 have not signed up to reimburse the mutual for electricity. It is not known if all those residents are actually using mutual electricity but some obviously are.
2. Some residents are utilizing golf ports and not paying rent.
3. An unknown number of residents have unregistered carts or registration stickers not easily found.
4. Should the Mutual should know if more than one cart may be charging on the same 15 amp line?
5. Should the Mutual consider a policy that residents charging golf carts have electrical upgrades? Ideally a separate circuit but that is probably not possible if the service panel is not in your carport so at least an outdoor GFCI outlet?

Mr. Hughs reported that residents who rent a golf cart space must install a plug when there is not one currently there. People in carports charge there and it is a problem.

#### NEW BUSINESS

Solar Panels – Mr. Moe would like the Board to look at ways to save money. GRF has a solar array, so he wonders if FWCM can do the same. Mr. Priebat reminded the membership that there is a solar policy in place for residents. It is unclear how much money GRF will save with the installation of the solar panels.

Water – Mr. Moe reported that with 12 meters it is hard to figure out who or what is using most of the water. Mr. Hughs reported that the use of water has gone down.

Mr. Donner reported that adding new meters is looked at as a new service by EBMUD. There is a price to approve a meter. Ms. Pollon reported that companies are creating wireless submeters to be ready for use in the very near future. 50% of water usage is due to landscaping.

#### ANNOUNCEMENTS

The next regular Board meeting: Friday, January 24<sup>th</sup>, 2020 at 10:00 a.m. in the Donner Room at the Event Center.

#### ADJOURNMENT

Having no further business, the meeting adjourned at 11:25 a.m.



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Anne Paone, Assistant Secretary  
First Walnut Creek Mutual