

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

MINUTES

BOARD MEMBERS 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 PRESENT

Paul Donner, Mutual Operations
Joel Lesser, Chief Financial Officer
Dave Peakes, Building Maintenance Manager
John Tawaststjerna, Landscape Manager
Anne Paone, Administrative Secretary
Victoria Thomas, Board Services Coordinator

CALL TO ORDER

President Mary England called the meeting to order at 10:04 a.m.

ROLL CALL

Roll call was conducted by Victoria Thomas, Board Services Coordinator

CONSENT CALENDAR

The Consent Calendar consisted of:

February 24 and March 10, 2023 Regular Meeting Minutes
February 24, 2023 AM and PM Executive Session Meeting Minutes
March 10, 2023 Executive Session Meeting Minutes

*Motion made by England to approve the Consent Calendar as presented. Ms. Copley seconded.
A voice vote was taken. England-y, Donahue-y, Moe-y, Autrey-y, Copley-y (5-0)*

RESIDENTS' FORUM

Resident asked about how many trees fell due to the storm and the cost associated with cleanup. Donner replied a report will be prepared. No number on the trees down yet. Tawaststjerna stated cost is generally \$1,000 to \$6,000 per tree.

Resident stated she observed caretakers bringing their young children with them when they come to work in Rossmoor, which is causing noise. Would like Board to consider language for Bylaws that state no children brought to work.

Resident asked if the Mutual provides backup generators to residents. Donner replied no back up generators. Residents may purchase and use battery-powered generators.

Resident stated the new pricing for EV owners is a huge increase from \$20 to \$50. This is high for level 1 chargers.

Resident expressed concern that the Board does not have access to the impact of policy changes. He recommended making better use of committees.

Resident made various comments regarding Concern that Board is rushing to make changes to policies, #3 and #26. Decisions should be for all of the community, not just a select few. Board should consult with attorney and insurance broker on EV changes. Concerned about electrical infrastructure regarding updating and cost.

Resident stated there were some issues when moving in regarding the electric panels. Not a good idea to let residents plug into outlets in carports.

LANDSCAPE REPORT

Tawaststjerna gave the following report:

FWCM Landscape Report

Maintenance Report

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

Tree Maintenance

- Aleppo Pine removal in Oakmont Entry 16 completed
- Pine Knoll Entries 1 to 4 tree pruning completed
- Emergency removal of Aleppo Pine at 1841 Golden Rain
- Several tree failures occurred during the week of 3/13/23
 - o Will have updated costs for emergency callouts for trees at next meeting

Proposals for Approval

- Golden Rain Entry 9 Seating Area
 - o Reserves
 - o \$15,198.99
- Oakmont Entry 2 Lawn Removal and Seating Area
 - o Reserves
 - o \$7,444.17
- Rehab areas in GR 25 to 27
 - o Reserves
 - o \$9,115.40

Tawaststjerna reported they hired 2 contractors to remove fallen trees in Oakmont, E16 and Golden Rain E24.

Tawaststjerna reported on the proposal for the installation of a seating area with plants at 1841 Golden Rain, E9.

Motion made by Autrey to approve the proposal from BrightView in the amount of \$12,176.96 from reserves to install seating area with plants at 1841 Golden Rain, E9. Seconded by Copley and motion carried without dissent.

A voice vote was taken. England-y, Donahue-y, Moe-y, Autrey-y, Copley-y (5-0)

Tawaststjerna reported that the lawn needs to be removed in Oakmont Entry 2. He presented the proposal. The cost for this project will be \$7,444.17.

Motion made by Copley to approve the proposal from BrightView in the amount of \$7,444.17 from reserves to remove the lawn in Oakmont Entry 2 and install a seating area. Seconded by Donahue and the motion carried without dissent.

A voice vote was taken. England-y, Donahue-y, Moe-y, Autrey-y, Copley-y (5-0)

Tawaststjerna reported on various work to be done for Rehab in areas in Golden Rain E25-E27. He presented the proposal.

Motion made by Autrey to approve the proposal from BrightView in the amount of \$9,115.40 from reserves for rehab work in areas in Golden Rain E25 to E27. Seconded by England and the motion carried without dissent.

A voice vote was taken. England-y, Donahue-y, Moe-y, Autrey-y, Copley-y (5-0)

LANDSCAPE COMMITTEE

McGregor reported that there are problems with rodents in Oakmont Entry 1 and shared that residents have requested the fruit trees be removed. He suggested having a professional with pest control inspect the trees. Adding that removal of trees should not be an option. Someone should inspect the inside of the buildings for rats.

A maple tree fell and was destroyed. He recommends removal and replacing. There are pine stumps and dead ivy. This should be removed.

Golden Rain 24 has trees that need to be replaced. McGregor suggested the Board earmark monies in the budget to hire an arborist to inspect the trees and conduct an inventory of all trees in Rossmoor. The committee meets the first Wednesday in MPR#3.

TREASURER

Autrey reported that the report is preliminary as the audit is not yet completed.

Ending Fund Balances

Operating	\$3,865,684
Property	\$7,529,076
Reserves	\$7,942,478

Autrey reported there have been staff changes with the onboarding of 4-5 people. Staff has been sick, too. CFO, Joel Lesser's last day will be on April 6th.

BUDGET & FINANCE

Prichard reported the committee met on March 21st. Helsing Group did a presentation. The committee is looking at other ways to provide a reserve study. There was an update on electric vehicle fees. Proposals were submitted to the Board and accepted. The committee is looking at input for the Jenark replacement program. They are preparing to review the description of the management contracts.

MUTUAL OPERATIONS

Donner introduced GRF new employee in the Mutuals' Board Office, Victoria Thomas as a new Board Services Coordinator. Donner stated that his retirement date is August 1, 2023 and that his position has been posted. They are close to onboarding for the Resident Services position.

Peakes reported as follows:

CARPENTRY/PAINT REHAB WORK- One of our carpentry crews have finished working on 1112 Rockledge Lane and have now started on 1160 Rockledge Lane. Another crew has another week or two (depending on the weather) at 2416 Golden Rain Road before moving on to 3241 Golden Rain Road. Painters are finishing the final building from last year's program (2549 Pine Knoll), and will then go to 1112 Rockledge Lane and follow up on the carpentry crew.

FIRE BUILDING – The interior scope of the rebuild is moving along. Insulation and drywall have been installed. Painting and the installation of interior items will commence in the coming weeks. The contractor is on schedule and there are no known issues forecasted at this point to delay progress.

ELECTRICAL PANELS – To date, Gauthier Construction has swapped out 6 of the Zinsco electrical sub panels and there have been no real snags. By year's end, we will see how many of the 85 that were originally outlined to be replaced remain, and we will have a count of how many Zinsco panels remain in the Mutual from the information gathered from the annual inspections.

ROOFS – A contract is being drawn up for the 2023 roofing program with Fiala Roofing. As mentioned to the Board, cosmetic failures of "rock prints" on recently installed roofs have warranted a rebate from the manufacturer. The product itself is still under warranty and will remain in place. A check in the amount of \$21,742 for 5 affected roofs will be made out to the FWCM. I am asking other vendors that have roofed in the past to check their records for any rock print roofs that may have been installed in the last 10 years.

ASPHALT – Due to extremely high petroleum costs, there was no asphalt done work last year. As the weather turns and things start to dry out I will be walking the Mutual and coordinating this year's program.

GOVERNANCE

England read Wright's report as follows:

The Board Governance Committee has met so far on February 10 and March 14, 2023. Committee members present at both meetings have been: Dick Locke, Marcia McLean, Judith Foley and Paul Wright, with Mary England present in her capacity as the board's Committee liaison.

On February 10, the Committee considered the Board's request (through Mary England) that it review

the First Mutual Management Agreements with GRF. After some discussion, including reference to the Governance Committee's charter, the Committee agreed to take this on. Dick Locke offered to make an initial review of the GRF agreement and share his findings and recommendations.

On March 14, the Committee considered the results of Dick Locke's review of the GRF agreement. Agreed-upon revisions will be incorporated into the agreement for the Committee's final review at its next meeting, with additional steps to be discussed for referring to the Board.

The Committee also began discussion of a suggested "flow chart" for Mutual 1 members that would include contact information and FAQs for MOD issues.

The Committee is scheduled to meet next on April 20 at 1 pm.

CAPITAL PROJECTS

Chung reported that it was determined during the organizational meeting that a list of criteria needs to be created to evaluate projects. Chung said he would provide a list of projects to the Board adding that some of the projects are: Energy, Water, Sanitary, Buildings, and Infrastructure.

PRESIDENTS FORUM

England reported they have not met yet. They will meet next Monday.

NEW RESIDENT ORIENTATION

Priebat reported the next orientation meeting is scheduled for April 11th at 10:00am at the Event Center in the Donner Room. Existing residents are welcome to attend as well.

UNFINISHED BUSINESS

1. **Reapproval of Policy 23.0 (Violation & Fining) and 8.0 (Collection)**

Autrey reported that the Collection Policy is being updated due to new law changes. Fines are being updated, too.

Motion made by Autrey to approve Policy 23.0 to be sent out to the membership for comment. Seconded by England and the motion carried without dissent.

A voice vote was taken. England-y, Donahue-y, Moe-y, Autrey-y, Copley-y (5-0)

Motion made by Autrey to approve Policy 8.0 to be sent out to the membership for comment. Seconded by England and the motion carried without dissent.

A voice vote was taken. England-y, Donahue-y, Moe-y, Autrey-y, Copley-y (5-0)

2. **Review and Adopt Draft Charging Station Policy**

Chung reported the policy was written to meet legal requirements for EV charging in the Mutual. The updated policy reads that if a resident wants an electric vehicle charging station, they are required to provide the energy. England said the policy needs to be updated to remove some redundancies. Autrey said there should be sections in the policy separating electric vehicles, Level 1, Level 2, and golf cards. It is confusing and should have sections that would be easier to understand. Parking should be revised to state "look at policy #26 for EV Charging". England suggested a chart showing requirements for different levels and liked the idea of different sections. Autrey reminded the Board that the policy has not yet been reviewed by the attorney. She also stated that no one has any idea how many will plug in.

Donahue stated that she followed the rules and paid for a meter. If residents are allowed to plug into the outlet, it would be unfair to her. She agreed with Autrey's comments.

Copley suggested hiring an electrical engineer to inspect the electric vehicle charging stations and have the Capital Projects Committee add this as a Special Project to do an RFP on.

Motion made by England to develop an RFP to engage an energy professional in assessing Rossmoor's energy and capacity requirement. Seconded by Copley and the motion carried without dissent.

A voice vote was taken. England-y, Donahue-y, Moe-y, Autrey-y, Copley-y (5-0)

For now they will stay with the existing policies #26 and #3.0.

3. The Parking Policy was deferred.

4. The Ad Hoc Social Engagement Committee members were approved.

Motion made by Autrey to approve the Ad Hoc Social Engagement Committee members. Seconded by Copley and the motion carried without dissent.

A voice vote was taken. England-y, Donahue-y, Moe-y, Autrey-y, Copley-y (5-0)

NEW BUSINESS

1. Select or Solicit Proposal for Inspector of Elections 2023
Autrey would like to receive an estimate before hiring an inspector. Paone and Thomas will get proposals for the costs from Inspectors and the printing company.
2. Establish Task Force to Identify Requirements for Jenark Replacement Project
It was agreed that the existing committees can work together. It was suggested that one member from each committee review the requirements list. England will contact each committee.

ANNOUNCEMENTS

England reported the next regular Board meeting will be on April 14, 2023 at 10:00 a.m. in person in the Donner Room at the Event Center.

ADJOURNMENT

Having no further business, the meeting adjourned at 11:58 a.m.



Anne Paone, Assistant Secretary
First Walnut Creek Mutual