

## MINUTES

### FIRST WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS FRIDAY, FEBRUARY 24, 2017 AT 11:00 A.M. DONNER ROOM – EVENT CENTER

PRESIDENT Ken Anderson called to order the regular meeting of the Board of Directors of First Walnut Creek Mutual on Friday, February 24, 2017 at 11:00 a.m. in the Donner Room, Event Center, Walnut Creek, California.

PRESENT: Ken Anderson, President, District 4  
Gerald Priebat, First Vice President, District 2  
Shanti Haydon, Second Vice President, District 5  
Sally Nordwall, Treasurer, District 1  
Vacant, Secretary, District 3

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. Anderson welcomed the 7 residents in attendance.

### APPROVAL OF THE MINUTES

The consent calendar consisted of:

Regular Meeting Minutes – January 27, 2017  
ACC Meeting Minutes – January 27, 2017  
Special Meeting Minutes – February 10, 2017

*Mr. Priebat moved to approve the consent calendar as presented. Ms. Nordwall seconded and the motion carried without dissent.*

### RESIDENTS' FORUM

A resident emailed carport inspection suggestions to the Board. She would like the Board to consider them when inspecting the carports. Mr. Anderson stated that they match the Mutual standards, except for brooms. The Board will review them.

A resident reported three concerns. She was concerned about the geese nuisance. She would like to see signs put on the trash enclosures because contractors are placing their trash in them and contractors are parking in E9 and E11.

Ms. Nordwall stated that she will address this issue.

### LANDSCAPE REPORT

Ms. Pollon reported the following:

**LAWN MAINTENANCE:** Mowing is occurring every 3-4 weeks due to slow growth and saturated soil. Irrigation clocks are now OFF except in the case of new plantings.

**ENTRY MAINTENANCE:** Crews are working on winter rejuvenation pruning of Oleanders, Eleagnus and other large shrubs.

**TREE MAINTENANCE:** Permission has been received to remove a Ginkgo biloba tree in Oakmont (entry 5) that is attracting rats and a Monterey Pine near 1600 GR rd that is crowding out adjacent high value trees. An application has been submitted to remove a pine leaning towards at 1117 Oakmont Dr.

**LANDSCAPE REHAB:** The landscape committee will be working on a 2-4 year landscape plan to streamline the landscape improvements process and address all areas of the mutual equally. The following proposals have been reviewed by the landscape manager and landscape committee head and are recommended for signing or discussion today;

Compost and Mulch installation MUTUAL WIDE	\$38,186.60
Oakmont 10 turf renovation behind bldgs. 1409 & 1417	\$11,013.51
1216 Oakmont Relandscaping in front of bldg.	\$ 7,127.93
Rockledge 8 relandscaping of entry corner and part of hillside	\$ 5,942.88

(Proposals provided by Bright View)

*Ms. Nordwall moved to accept the recommendation from the Landscape Committee to approve the proposals from Bright View. Ms. Haydon seconded and the motion carried without dissent.*

Mr. Donner commented that the mulch and compost will really enrich and improve the health of the soil.

Ms. Folger, Landscape Chair, will do an article for the Rossmoor News that will advise residents there will be an odor from the compost for a few days. It will then disperse.

Ms. Pollon announced that they are working on a multi-year plan and will submit it to the Board when it is ready. It will include plants and soil health, turf rejuvenation, focus on corners and high impact areas, resident requests and entry rehabs, and irrigation upgrades.

Ms. Folger announced a new member on the Landscape Committee, Mary Collins.

### TREASURER'S REPORT

Mr. Chakoff reported that the Mutual is in very good health. The final audit has not been completed, but he does not anticipate any problems. There is a \$68,000 surplus to budget. Utilities and landscape are under budget.

Ms. Nordwall reported that the Mutual is in excellent financial condition. The Mutual ended 2016 very well. There are no significant items coming up from the review/audit. The Mutual may change auditors for 2017. Ms. Nordwall explained that a year-end packet is sent to the entire Mutual. She briefly discussed what is included. Some documents are included because Davis-Stirling requires it. There is less than \$24,000 outstanding from payments in arrears. Only 2 accounts require intervention. Payment plans have been approved. The Mutual is meeting all insurance requirements and is in compliance with the governing documents. Property and liability insurance is a resident

responsibility and is required. It is recommended that residents obtain loss-of-use coverage.

Ms. Nordwall reported that to date there have been nine homes sold at a median price of \$325,000.

### BUDGET & FINANCE

The next B&F meeting will be on March 9, 2017 at 10:00 a.m. in the Board Room at Gateway.

### MUTUAL OPERATIONS REPORT

Mr. Donner reported that Commercial Support Services (CSS) cleans the laundry rooms, bathrooms and garbage enclosures. They are losing money and can no longer provide all of the services. They employ developmentally disabled adults. Due to a lack of funds, they expected to close their doors in the middle of March. They were only charging \$3 for the garbage enclosures. They will now charge \$10 per enclosure. There are 96 enclosures.

*Ms. Nordwall moved to approve CSS to clean the garbage enclosures for \$10 each starting in mid-March. Mr. Priebat seconded and the motion carried without dissent.*

Mr. Hughs is waiting on pricing for laundry room cleaning. He will have it for the next Board meeting.

Mr. Hughs gave the following report:

CARPENTRY REHAB - We hope to start the carpentry/paint rehab program next week with the forecast of dry and warmer weather.

PG & E- PG & E is planning to replace some old electrical lines throughout the Mutual.

Entries to be affected will be:

GOLDEN RAIN ENTRIES 6-8 AND 13, 15 & 16

ROCKLEDGE LANE ENTRIES 8, 9 & 10

The work will probably happen sometime between end of February to early April. Advance notice will of course be given to residents affected if their power will be off for anytime.

**MANOR INSPECTIONS- In our memo to the Board dated February 13<sup>th</sup> 2016, we detailed the current proposal for our annual manor inspections. Gauthiers Construction has agreed to keep the price the same as last year at \$52.95. At this time we are requesting Board approval to renew the contract with Gauthiers Construction to do the manor inspections for 2017.**

*Mr. Priebat moved to approve Gauthier Construction for the annual inspections at a cost of \$52.95 per manor. Ms. Haydon seconded and the motion carried without dissent.*

### PRESIDENT'S REPORT

Mr. Anderson reported the meeting is scheduled for next Monday.

### ORIENTATION – Gerald Priebat

Mr. Priebat reported that the meeting is always open to all that want to attend. The next meeting date is March 14, 2017 at 10:00 a.m. in the Donner Room.

### UNFINISHED BUSINESS

The Board discussed having an outside vendor inspect the carports. Mr. Donner presented a proposal from Jim Hogue in the amount of \$1,860 to inspect 1,884 carport stalls. Additionally, he will send violation notices to residents for \$540.00.

Mr. Priebat reported that he thinks it should be a Director's discretion and they should do the inspecting. Mr. Anderson is in favor of some form of inspecting.

*Ms. Haydon moved to accept the bid for a total of \$2,400 to have the carports inspected by Hogue Roofing Consultant. Ms. Nordwall seconded and the motion carried by 3-1. (Mr. Priebat opposed.)*

### NEW BUSINESS

Mr. Priebat announced that he has appointed Wint Mather to the Budget & Finance Committee.

There is a Board vacancy which was created when Nancy Turnier resigned.

*Mr. Priebat moved to appoint Chris Folger to fill Nancy Turnier's position on the Board. Ms. Haydon seconded and the motion carried without dissent.*

### ANNOUNCEMENTS

The next regular Board meeting: Friday, March 24, 2017 at 11:00 a.m. in the Donner Room at the Event Center.

### ADJOURNMENT

Having no further business, the meeting adjourned at 12:20 p.m.

/s/ \_\_\_\_\_  
Chris Folger, Secretary  
First Walnut Creek Mutual