

## MINUTES

FIRST WALNUT CREEK MUTUAL  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
FRIDAY, MARCH 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, March 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  
Chris Folger, Secretary, District 3

EXCUSED: None

Staff was represented by Paul Donner, Mutual Operations Director, and Anne Paone, Administrative Secretary.

Mr. Anderson welcomed the 8 residents in attendance.

### APPROVAL OF THE MINUTES

The consent calendar consisted of:

Regular Meeting Minutes – February 24, 2017

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

### RESIDENTS' FORUM

A resident reported concerns of potential flooding of the manors. There is a large amount of water coming from other entries. A puddle forms at the base of the stairs and it is very slippery.

Ms. Haydon spoke to the resident and will arrange a meeting with Doug Hughs.

A resident reported that the laundry room on E15, Oakmont has been painted and looks great. Someone is supposed to return to paint the floor, but they haven't done so yet. There is a floor drain on the right side of the washing machines that has a problem draining. Also, since the machines were moved, the spin cycle is not wringing out the water sufficiently.

Ms. Folger will advise Doug Hughs.

Mr. Anderson reminded everyone to call MOD and report issues of maintenance or any other problems.

### LANDSCAPE REPORT

Due to Ms. Pollon's absence, Mr. Donner read her report as follows:

**LAWN MAINTENANCE:** Turf mowing will resume on a weekly or bi-weekly (every other week) as spring growth begins and as weather allows. Irrigation remains off for at least the next month.

**ENTRY MAINTENANCE:** Entry maintenance crews are finishing winter tasks and moving to their spring/summer schedule. Fertilization will occur in the next few weeks.

**TREE MAINTENANCE:** There are no pending tree removal permits.

**LANDSCAPE REHAB:** Several projects have already begun or will begin in the coming months including the following;

Compost and Mulch installation MUTUAL WIDE  
Oakmont 10 turf renovation behind bldgs. 1409 & 1417  
1216 Oakmont relandscaping in front of bldg.  
Rockledge 8 relandscaping of entry corner and part of hillside

No other proposals are currently pending.

Ms. Folger reported the compost will have an odor for a day or two and will then dissipate. There are ongoing dog problems on the landscaping.

### TREASURER'S REPORT

Ms. Nordwall reported that First Walnut Creek Mutual is in excellent financial condition. There are 3 accounts that the Mutual uses. An operating account is used on a day-to-day basis. The property fund holds money collected from residents for property taxes. The reserve account is used for components that the Mutual maintains. It can be used for unanticipated items.

Building maintenance and public works is over budget by \$19,441. There were problems due to excessive rain. Some items are paid annually up front.

There is no final report for the audit yet.

The accounting department is doing a fine job and residents are paying their coupons.

There are only two delinquent accounts requiring board intervention and they are both estate issues. Some accounts are past due \$10, \$15, or \$20. This may be because some people forget to adjust the amount of the coupon in January. Most of these will be resolved. Residents should sign up for ACH to avoid late fees.

We are only \$10,325 unfavorable to budget. That is mostly a result of storm damage.

### BUDGET & FINANCE

Ms. Nordwall reported that the committee met on March 9<sup>th</sup>. Jean Autry is the chair. The committee discussed progress on its monitoring of water savings from the water-cooled air conditioner replacement program. A level-in can be done at \$3,500 each.

The committee is still researching the golf cart issue.

The next Budget and Finance Committee meeting will be Thursday, May 11, 2017 at 10:00 a.m. in the Board Room at Gateway.

### MUTUAL OPERATIONS REPORT

Mr. Donner reported that the downspouts and gutter cleanings are being done.

Welcome Building can clean the laundry rooms and bathrooms.

*Ms. Nordwall moved to approve a one-year contract from Welcome Building Maintenance, Inc. in the amount of \$3,300 monthly for the cleaning of 53 laundry rooms and 4 bathrooms. Mr. Priebat seconded and the motion carried without dissent.*

Mr. Donner reported that Mr. Hughs, the Building Maintenance Manager, recommends awarding the asphalt contract to Silicon Valley Paving. The proposal falls within the budgeted amount of \$200,000 for the year. The work will take place at Oakmont Drive entries 3, 4, 7 and 8. The work involves removing and replacing asphalt that is beyond repair.

*Ms. Nordwall moved to approve the proposal from Silicon Valley Paving in the amount of \$173,468 for the asphalt work to be done. Mr. Priebat seconded and the motion carried without dissent.*

### PRESIDENT'S REPORT

Mr. Anderson reported that there was a discussion on mold and the fact that there are no federal or state standards. Privacy issues regarding the Presidents' Forum were discussed. This meeting is supposed to be confidential, but presidents report some of the issues and discussions at their board meetings.

They discussed questions that could be asked of the candidates for the GRF Board.

The presidents discussed how to handle smoking violations.

Maureen O'Rourke reported that links can be provided on the website to direct people to other sites. This would be helpful if a Mutual had its own separate website.

### ORIENTATION – Gerald Priebat

Mr. Priebat reported that twenty-one people attended the March 14<sup>th</sup> orientation. It went very well. The next meeting is on May 9<sup>th</sup> at 7 p.m. in the Donner Room.

### UNFINISHED BUSINESS

The Board discussed the standards for the carport inspections. Mr. Priebat wants to delay the implementation and review the policy. His main concern is messy or dangerous items in carports. Ms. Haydon stated there is no purpose in delaying it.

Ms. Nordwall reminded that Board that inspections must be uniform.

Ms. Folger would like to move forward with the inspections.

Free-standing Rubbermaid storage cabinets were discussed. Mr. Anderson stated that the policy forbids anything not approved without written permission.

Ms. Haydon would like the cabinets already there to be allowed to remain.

Mr. Priebat moved to delay the start of the inspection until the policy can be modified. The motion failed for lack-of-a-second.

Mr. Anderson stated that the inspections will proceed and will follow the current policy. The inspections will start on April 15<sup>th</sup>.

### NEW BUSINESS

Mr. Donner reported that the contract for pest control has expired. He advised the Board about a company called PI Pest Control that will service the Mutual monthly with a one-time bait charge. This company is half the price of the last contractor.

*Ms. Folger moved to approve the contract from PI Pest Control in the amount of \$3,850 per month with a one-time bait charge of \$3,271.73 due in April. Ms. Haydon seconded and the motion carried without dissent.*

### ANNOUNCEMENTS

Mr. Anderson announced that he has appointed Glenda Edwards to the Budget & Finance Committee.

The next regular Board meeting: Friday, April 28, 2017 at 11:00 a.m. in the Donner Room at the Event Center.

### ADJOURNMENT

Having no further business, the meeting adjourned at 12:10 p.m.

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