

MINUTES

FIRST WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS FRIDAY, MARCH 27, 2015 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 27, 2015 at 11:00 a.m. in the Donner Room, Event Center, Walnut Creek, California.

PRESENT: Ken Anderson, President, District 4
Shanti Haydon, First Vice President, District 5
John Nutley, Second Vice President, District 1
Nancy Turnier, Secretary, District 3

EXCUSED: Barbara Gilbert, Treasurer, District 2

Staff was represented by Paul Donner, Mutual Operation Director; Doug Hughs, Building Maintenance Manager; Rich Perona, Landscape Manager; Rick Chakoff, Chief Financial Officer, and Anne Paone, Administrative Secretary.

Mr. Anderson welcomed the 20 residents in attendance.

APPROVAL OF THE MINUTES

Ms. Turnier moved to approve the minutes of the regular session Board meeting of February 27, 2015, as written and reviewed. Mr. Nutley seconded and the motion carried without dissent.

Ms. Turnier moved to approve the minutes of the executive session Board meetings of February 13, 2015 and February 18, 2015 as written and reviewed. Mr. Nutley seconded and the motion carried without dissent.

LANDSCAPE REPORT

Mr. Perona reported the following:

LAWN MAINTENANCE: Mowing will be weekly.

Watering on schedule with weather conditions. System checks are underway throughout the Mutual. Areas of irrigated landscape will be evaluated to see how irrigation can be modified to reduce overall water consumption. Lawns have been aerated and will be treated with crabgrass control in early April. All lawns were sprayed for broadleaf weed control.

ENTRY MAINTENANCE: Detail crews are working on pruning of Hypericum and Oleander shrubs. Selected areas of groundcover will be mowed to rejuvenate. Starting April 1st the crews will start their monthly rotation for entry maintenance which will

include pruning of Viburnum, Rosemary, Podocarpus and spot spraying weeds as needed.

TREE MAINTENANCE: All work orders are taken care of monthly. We removed a dead Pine tree at the rear of Golden Rain Road entry 13.

We will be applying to the City to remove 3 hazardous Pines at the rear of Oakmont Drive entry 16 and one dying Pine tree across the road from the same entry.

LANDSCAPE REHAB: The landscape crew is working on the north side of Oakmont Drive and will be completed by late next week.

Annual color beds will be changed out in mid-April.

Ms. Turnier thanked Mr. Perona for all of his work and dedication to the Mutual.

Mr. Perona was asked by the Board to explain the process for tree removals. He explained that the city ordinance stipulates that if a tree has a circumference of 28" or larger, a permit must be issued before it may be removed. Mr. Perona fills out the paperwork and an arborist comes out to check. Everyone within 300 feet of the tree is notified. The arborist only works three days a week now, so the turnaround is close to a month to get a permit. The cost of a permit is \$75.00.

Emergency permits are issued when there is an immediate hazard such as an unstable tree. Mr. Perona calls the city arborist directly and sends photos to him. He then gets a verbal okay to remove the tree.

Some residents questioned why a tree outside Oakmont Way, Entry 8 is marked for removal. Mr. Donner reported that there is a problem with the sidewalk. It is raised beyond the City of Walnut Creek's trip hazard standards. If trees are removed, they are replaced.

Ms. Turnier reminded the membership that if the tree or any tree is a safety hazard and issues arise because of it, the Mutual is responsible. The Mutual was advised that Mr. Perona is a certified horticulturist.

RESIDENTS' FORUM

Judy Foley, Golden Rain Rd. - Ms. Foley reported that when the landscapers use their blowers, they blow debris under the steps of the Carmels. The owner is responsible for cleaning that area. Mr. Perona reported that this area is not an area that the landscapers clean, but they are supposed to clean under the bridge. He will check on this.

Toni Stevens, Pine Knoll Dr. – Ms. Stevens reported that while many residents keep their carports clean, many others do not. She is concerned about a fire hazard. Mr. Donner recommended that she advise the Board if she is thinking of a particular person and the Board will send a letter. If that person doesn't clean the carport, the Mutual will do it and charge her. Ms. Stevens was also concerned about RVs that are loading and unloading. RVs may load or unload for only 24 hours in the entry. An RV may park on the street.

TREASURERS REPORT

Mr. Chakoff reported that the Operating Summary Fund Statement for February shows

the Mutual has a surplus in the amount of \$130,000 YTD. About \$90,000 is just timing. The Mutual hasn't used much water yet. The insurance is \$41,000 under budget and will continue to grow as a surplus throughout the year. The insurance came in much less than expected, which accounts for the surplus. Mr. Chakoff explained that they go out to bid every year for insurance.

Ms. Almon thanked the staff for the one-page financial statement that is being provided to the members. She thanked Tess Haskett for her work. There are two openings on the Budget and Finance Committee. There will be an announcement in the Rossmoor News. Call Sheryl if you are interested. There is also a vacancy on the landscape committee.

MUTUAL OPERATIONS REPORT

Mr. Hughs reported the following:

CARPENTRY-Carpentry crews are currently working on 1509 Rockledge Lane, entry 9, 1426 and 1500 Rockledge Lane entry 10.

PAINTING-Painters are finishing up on 2200 Golden Rain Road, entry 15 and 1517 Rockledge Lane, entry 9.

BRIDGE CONTRACT- Our memo to the Board dated March 18th details the six Monterey/Carmel bridge ways we plan to replace this year. The bridges to be done are located at:

1865 GOLDEN RAIN ROAD, ENTRY 9
3217 GOLDEN RAIN ROAD, LEFT SIDE BRIDGE, ENTRY 25
1136 ROCKLEDGE LANE, BOTH BRIDGES, ENTRY 4
1316 ROCKLEDGE LANE, BOTH BRIDGES, ENTRY 6

At this time we are requesting Board approval to contract with Gauthier's Construction for \$149,568.00 to replace these six bridge ways.

Ms. Turnier motioned to approve the contract with Gauthier's Construction to replace six bridge ways in the amount of \$149,568. Ms. Haydon seconded and the motion carried without dissent.

Ms. Turnier thanked Mr. Hughs for his work with the Mutual.

PRESIDENT'S REPORT

Mr. Anderson reported that the Presidents' Forum meets monthly. The presidents meet for one hour and then they meet with GRF for two hours. TWCM voted against the restated trust agreement by the TARR committee. The agreement currently requires 100% approval.

Mr. Nutley reported that the goal of TARR was to clean up the document by removing

language that is no longer pertinent. Mr. Anderson reported that nothing has changed with FEMA.

ORIENTATION – Jerry Priebat

Mr. Anderson reported the next meeting will be held on May 12, 2015.

POLICIES/BYLAWS – Ken Anderson

Mr. Anderson reported that the policies have been mailed out and everyone should have them.

NEW BUSINESS

Mr. Donner reported that the proposal for the Tice Creek landscaping is not ready for a vote. Chris Folger and Dick Unitan are trying to get outside funding from the Lions or Rotary Club for this project. The Board will place it on the April agenda.

Ms. Turnier discussed the category of Designated Occupancy. She asked Mr. Donner if there are guidelines or restrictions for them. Mr. Donner stated that there are restrictions.

The fact that contractors buy properties was discussed. Mr. Donner reported that some list under a name or under the business name. The concern was regarding contractors' trucks and where they park. Mr. Donner said this is an alterations issue. It can cost about \$8,000-\$10,000 to create a parking space. Alterations cannot monitor parking, but when you know who is having the work done, the owner may be contacted if there is a parking issue.

The membership was advised that if they think someone is violating the co-occupant status, they should put this in writing and send it to the Board. There are restrictions on how many people can occupy a manor. It depends on the number of bedrooms.

Mr. Anderson reported that there will be a legal seminar for the Boards of all of the Mutuals. It is presented by a law firm. They discuss changes to the law and to Davis-Stirling.

ANNOUNCEMENT

The next regular Board meeting: Friday, April 24, 2015 at 11:00 a.m. in the Donner Room at the Event Center.

ADJOURNMENT

Having no further business, the meeting adjourned at 11:55 a.m.

/s/

Anne Paone, Assistant Secretary
First Walnut Creek Mutual