

## MINUTES

### FIRST WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS FRIDAY, JUNE 22, 2018 AT 11:00 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, June 22, 2018 at 11:00 a.m. in the Donner Room, Event Center, Walnut Creek, California.

PRESENT: Gerald Priebat, President, District 2  
Shanti Haydon, First Vice President, District 5  
John Moe, Second Vice President, District 3  
Sally Nordwall, Treasurer, District 1  
Glenda Edwards, Secretary, District 4

EXCUSED: None

Staff was represented by Doug Hughs, Building Maintenance Manager; Rebecca Pollon, Landscape Manager and Anne Paone, Administrative Secretary.

Mr. Priebat welcomed the 14 residents in attendance.

#### APPROVAL OF THE CONSENT CALENDAR

The consent calendar consisted of:

Regular Meeting Minutes – May 25, 2018  
Executive Meeting Minutes – May 25, 2018

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

#### RESIDENTS' FORUM

The Residents' Forum was held. Topics included landscaping-expanding vendor list, right-sizing trash bins and it was determined that the letter regarding SB1128 (balloted elections) came from Tim O'Keefe. It was his understanding that the Board Presidents approved and supported this bill. Resident would like the Board to change the policy on floor coverings for 2<sup>nd</sup> level manors. Resident asked about when air-cooled air conditioners will be done in her building.

#### LANDSCAPE REPORT

Ms. Pollon presented the following report and proposals to the Board for approval:

#### SUMMER 2018 MAINTENANCE REPORT

Warm days are upon us and with them residents can look forward to blooming Oleanders,

St John's Wort and Crepe Myrtle trees.

Residents can help keep the landscape healthy by reporting dry spots on lawns or evidence of irrigation issues to the work order desk.

LAWN MAINTENANCE	Lawns have been aerated and fertilized. Mowing is occurring weekly and lawns are being edged on alternating weeks.
WATER USE	Irrigation will continue to become more frequent as the temperatures rise. Residents can assist in conserving water and keeping the landscape healthy by reporting water leaks and irrigation breaks. If a break is suspected please report the location to the work order desk.
ENTRY MAINTENANCE	Entry maintenance crews are performing summer pruning tasks including tip pruning shrubs and hard pruning Catmints and Daisies.

### RESIDENT REQUESTS

If you have landscape *maintenance* requests (pruning or irrigation), please direct them to the MOD work order desk. If you have landscape *improvement* requests please contact your mutual landscape representative.

#### WORK ORDER DESK

By phone: 988-7650

By email: [WORKORDER@ROSSMOOR.COM](mailto:WORKORDER@ROSSMOOR.COM)

### TREE ITEMS

REMOVAL APPLICATIONS The below applications for removal of 5 trees have been submitted to the City of Walnut Creek and are still pending. The removal of 2 dead cherry trees at 2016 Golden Rain road has been cancelled.

- 2400 Pine Knoll 2 Dying Birch Trees
- 3433, 3449, 3457 GR 2 Dead Maple Trees
- 1732 Oakmont Dr 1 Dead Pine Tree

One new removal permit has been submitted for a dying Pine tree at 1147 Oakmont Drive.

### LANDSCAPE REHAB ITEMS

#### PLANT REPLACEMENTS, ENTRY REHABS AND RESIDENT REQUESTS

The Landscape Department has completed this season's compost and mulching projects. We will be working next on small projects, capital improvement projects and irrigation improvement projects.

### DISCUSSION ITEMS

NONE

Chris Folger reported that everything is going well.  
Ms. Pollon reported that items need to be removed from common area landscaping, especially when the Mutual is doing landscape rehab.

### TREASURER'S REPORT

Ms. Nordwall reported First Walnut Creek Mutual is in excellent condition. There is only \$14,647.65 outstanding more than 90 days. Ms. Nordwall just settled \$7,800 of that amount, bringing it down to approximately \$6,800. She reminded everyone that if they have one late fee and sign up for ACH, that fee will be forgiven.  
Mr. Chakoff reported the Mutual is \$175,000 surplus to budget. Building maintenance and plumbing are over by \$18,000. Insurance is over by \$19,000. Utilities has a surplus to budget of \$134,000. This is mostly due to less water usage, but this will most likely change.

### BUDGET & FINANCE

The next meeting is July 12<sup>th</sup> at 10:00 am in the MPR #1 at Gateway.

### MUTUAL OPERATIONS REPORT

Mr. Hugh's read his report as follows:

CARPENTRY- Carpenters are currently working in entry 6 Rockledge Lane on building 1332. They are also working on 2665 Pine Knoll Drive, entry 8 and will soon start 1232 Fairlawn Court, entry 5.

PAINTING-Painters are currently working on 1117 Golden Rain Road, entry 4, 2601 Pine Knoll Drive, entry 8 and 1316 Rockledge Lane, entry 6.

A/C CONVERSIONS-All Bay Heating and Air continues to convert water cooled A/C units to air cooled units. This year he will be doing all of the Yosemite style buildings on Tice Creek Drive, Rockledge Lane and Oakmont Drive entries 4-8. This will complete the A/C conversion program.

P G & E- P G and E is currently doing the underground boring work needed to run new electrical lines from the entry of Pine Knoll 5 up Pine Knoll Drive and down into the backside of Entry 15 Oakmont Drive.

### PRESIDENT'S REPORT

Mr. Priebat reported that the next forum will include Mr. Chakoff presenting how to do collections, including what letters are sent and when.

### ORIENTATION – Gerald Priebat

Mr. Priebat reported that all are welcome to attend the New Resident Orientation. The next meeting will be held on July 10 at 10:00 a.m. in the Donner Room.

### UNFINISHED BUSINESS

None

### NEW BUSINESS

- A. Tree Pruning – Additional Arborists – Ms. Pollon reported that they need to use quality vendors. There are restrictions imposed from the City of Walnut Creek. They need contractors that are versed in the restrictions. Once damage is done, it cannot be undone and can be costly to the Mutual. More crown reductions are being done.
- B. Solar Panel Installation – Mr. Priebat reported that he has reviewed the policies for TWCM and SWCM. Ms. Nordwall has looked at Mutual 70's policy. He has asked the Board to review Mutual 70's policy. Residents are showing interest now. Ms. Ward reported that the Mutual needs to have a policy specific to their Mutual. Once it is created, it should be sent out for a 30-day comment period. It can then be adopted at the next open session meeting after the comment period.
- C. Smoking Medical Cannabis – Ms. Ward advised the Board that they would need to provide a "special accommodation" for someone requesting to smoke marijuana in their manor. Mr. Priebat stated that they cannot smoke in their home or outside in FWCM. Vaping can be allowed.
- D. Roofing Colors – Mr. Moe stated that he thinks a light-colored roof would be better to install because it can save energy and water. Water doesn't evaporate as quickly. He was advised that white roofs can have a major glaring effect. Mr. Chakoff reported that he was here when this issue came up previously. Duralast was first installed in white. There was a tremendous amount of complaints. Ms. Ward stated that more products are being developed and are getting cheaper. The Board should consider this before changing the color.
- E. Hard Surface Flooring in Upstairs Units – Mr. Moe would like to see the policy revised to allow flooring upstairs if it meets the sound transmission standards. Ms. Ward reported that as installed, no one has achieved the ICC rating as required.

### ANNOUNCEMENTS

The next regular Board meeting: Friday, July 27, 2018 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/ \_\_\_\_\_  
Anne Paone, Assistant Secretary  
First Walnut Creek Mutual

\*\*\*The Board of Directors met in executive session on May 25, 2018 at 12:05 p.m. to discuss the following:

- 1. Member Compliance: Resident with storage items in carport. Fines imposed.
- 2. Contracts-Parking: Additional parking approved

Having no further business, the executive session adjourned at 12:40 p.m.

