

MINUTES  
FOURTH WALNUT CREEK MUTUAL  
MONDAY, APRIL 15, 2019 AT 1:30 P.M.  
BOARD ROOM – GATEWAY

President Swisher called to order a regular meeting of the Board of Directors of Fourth Walnut Creek Mutual at 1:30 p.m. on Monday, April 15, 2019 in the Board Room at Gateway complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: PRESENT:            Vicki Swisher            President  
   Linda Brown            Vice President  
   Carolee Perrich        Treasurer  
   Sheldon Schwartz      Secretary  
   Eva Angvert Harren    Director

ABSENT:                                None

Representing Mutual Operations were Paul Donner, Director of Mutual Operations; Rick West, Building Maintenance Manager; and Anne Paone, Administrative Secretary.

Ms. Swisher welcomed 7 residents in attendance.

APPROVAL OF CONSENT CALENDAR

*Ms. Brown moved to approve the consent calendar with the minutes listed as follows: March 18, 2019 Regular Board Meeting - March 13, 2019 and March 18, 2019 Executive Session Meeting. Ms. Harren seconded and the motion carried without dissent.*

RESIDENTS' FORUM

The residents' forum was held. Ms. Swisher reported on behalf of some residents that trees in between 1109 and 1133 Skycrest, Entry 1 have some dry rot issues and there are some rodents. Please look at this area regularly. Ms. Swisher met with Ms. Pollon and Ms. Pollon will check the area and give a report to the Board.

MANAGEMENT REPORT

No separate report.

PRESIDENT'S REPORT

As part of her report, Ms. Swisher shared some of the information from the March President's Forum.

- One Mutual President discussed using the EBMUD Water Insights website to assist in tracking water usage in their Mutual and identify leaks. It was suggested that MOD provide this service. Mutual 4 indicated that they are currently performing this task periodically and it is only useful to detect major water leaks. Most Presidents agreed that this MOD service probably wouldn't be cost effective.

- Discussions were held on the upcoming installation of composting bins. Ms. Swisher provided details of her conversations with Republic and Recycle Smart regarding bin locations, cleanliness, and vermin issues. It was pointed out that Republic's list of entries receiving bins was very limited because most trash enclosures were too small. There was concern that residents may think bins will be in all trash enclosures. Mutual 4 indicated that a handout for Mutual 4 residents is being prepared for the April and May workshops to specify the limited locations of the bins. The Presidents' asked MOD if they could provide cleaning services for the composting bins. Paul Donner said MOD is willing to provide this as a billable service. MOD was asked if composting bins could be placed at the MOD Recycle Center for residents not provided with bins in their entry. Paul Donner indicated that this may be possible. Mr. Donner also specified that some compost pails will be stored at MOD for Mutuals that run out of pails.
- The Presidents asked Paul Donner if all Mutual MOD Management Agreements are the same and if each Mutual receives the same services. Mr. Donner indicated that each of the Mutual contracts is essentially the same, but can be updated by a Mutual at any time. Currently any service requested by a Mutual that is outside their Management Agreement is billed separately and these services are established during the yearly budgeting process. A detailed explanation of MOD services and billing structure will be presented at the April Presidents' Forum.
- MOD will provide Facilities Usage Reports monthly to the Mutuals to assist in identifying and monitoring renters.
- Chris Preminger provided a report on the status of Co-Occupant residency certification. There are a total of 724 co-occupants registered in Rossmoor. 377 co-occupants have not responded to-date. All certifications must be received by Member Records by July 2019 to maintain co-occupant status.
- Paul Donner reported that the Rapid Recycle E-Waste program is working well. There has been no problem with the call-in system to receive pick-ups.

#### TECHNOLOGY AND PREVENTATIVE MAINTENACE TASK FORCE

Ms. Swisher reported the following:

##### Last Month's Activities:

- Continued drainage program by clearing debris from catch basins and drain pipes and removing debris from wire mesh, as needed.
- Continued to evaluate EBMUD water reports for Mutual 4 to identify evidence of major underground water leaks.
- Continued inspections of entries #10 through #17 Skycrest Drive for wood rot and painting issues.
- Continued reviewing the Condominium Design Drawings located at MOD to identify drainage, irrigation, and structural details. The drainage and irrigation layout will be highlighted on the Task Force project drawings for future use.
- Began obtaining Condominium Plan information to clearly identify Common Areas, Exclusive Use Common Areas, and utility easements.

- Inspected various manors, at the owner's request, to identify maintenance issues.
- Inspected various Common Areas, at the owner's request, to identify landscape and erosion issues.
- Completing the IT and User documentation for the Mutual Modifications computer program to permit entry and retrieval of modifications data that could impact future work (e.g. changes to water line locations, types of piping used in modifications, installation of foundation piers, etc.). After the documentation is completed, beta testing will be performed by MOD personnel.

#### Activities Scheduled for Next Month:

- Continue ongoing activities listed above (drainage inspections, water reports, dry rot inspections, etc.).
- Continue working on the solar policy. There are various issues that have come to the attention of the Task Force during policy preparation. These need to be resolved prior to completion of the policy.

#### Open Items:

- Perform water pressure and leak testing at 1902 Skycrest Drive. This has been delayed because of remodeling on manor #2.
- Preparation of electric vehicle policy (waiting for external electrical inspection by Sang Electric).

The Task Force is happy to announce that we have a new volunteer interested in supporting our efforts.

#### TASK FORCE ON PARKING

No report. Ms. Swisher ask if there are there any volunteers. If so, please contact a Board member.

#### LANDSCAPE AND GROUNDS, FIRE CLEARANCE

Ms. Swisher reported that Ms. Pollon estimates that \$12,000 is needed to complete the Mutual 4 re-mulching project. The work would be performed by a contractor and involve installation of 100 yards of a new type of mulch. The new type of mulch is blacker in color due to the organic content, but results in less watering and healthier plants. If the reddish/brown nugget bark is used, it will cost twice as much for materials.

Mr. Donner reported that Waraner cuts the trees. That material goes out to Benicia and that company turns it into mulch that fits a Rossmoor blend. The purpose of the mulch is for weed suppression and to put nutrients back into the soil. It will eventually breakdown. The fronts of buildings will have mulch placed around plants. They may not cover all of the Mutual, but will start at Entry 8.

*Ms. Brown moved to approve the re-mulching contract with a NTE of \$12,000. Mr. Schwartz seconded and the motion carried without dissent.*

#### BUILDING MAINTENANCE REPORT

Mr. West reported the following:

PENDING ITEMS: Proposal review for Approval

1. 1909 SC Bldg. Re-piping – Contractor: Five Star – Estimates Units #1 & #2 - \$30,500.00.  
Units #3, #4, #5 & #6 - \$48,000.00.  
(Total cost to complete the re-piping of the 1909 Building is \$78,500.00 presented to the board for approval). **Board Tabled**
2. G – 11 Building Main Line Galv. to Copper re-piping estimate - Contractor: Five Star (presented to the board for approval).  
*Mr. Schwartz moved to approve the Five Star contract to replace the galvanized domestic water lines under 5 of the G-11s with copper pipe and separate shutoff valves with a NTE of \$42,000. Ms. Perrich seconded and the motion carried without dissent.*
3. Ms. Swisher signed the walkway concrete replacement for \$2,125.

INFORMATION ITEMS: Work in progress or completed.

1. 2019 Phase I Deck Repair and Deck Coating – This will go out to bid per Scope of work when identified as needing repairs or coating. (2019 Deck Budget \$137,700.00).
2. Inspection of Buildings for water pressure and slab leaks – Contractor: Five Star – (Work in progress).
3. Replacement of Trash enclosure doors in entry #1 – Contractor: Five Star - 2 new PVC Vinyl Doors –  
(scheduled for install as soon as rubber/ foam padding is purchased).  
Mr. West found a product that is not as heavy by the same company. It can be hung with straps. Ms. Swisher reported it could also be bolted on. The bolts can be painted.
4. Interior Panel Inspection and Lube - Contractor: Sang Electric – Cost \$7,000.00 (Scheduling April Start date).  
This will be done after the exterior panels are inspected.
5. Exterior electrical Panel inspection and Lube – Contractor: Sang Electric. NTE. \$5,000.00 (Entry 1 and 3a completed).  
(Sang is scheduled to start up inspections in April). He is moving on to Entry 7. He is installing GFCI in carports.
6. 2019 Phase I Dry Rot Repair Project - Entries 1 thru 9 - This includes 19 buildings and 14 carports.  
Contractor: MOD – Total estimated cost \$ 136,540.00. including Material

and Labor.

Carport repairs began on April 1<sup>st</sup>. (General Building Repair Budget for 2019 is \$182,600.00.)

7. Installation of new Christy Box next to 1910 SC – Contractor: Five Star (In Progress). (Cable vault) Installed tomorrow.

Ms. Swisher reported that in accordance with the motion approved at the March Board meeting, Tess Haskett, MOD Assistant Controller, is preparing to establish the following two blanket work orders:

- A “Not-To-Exceed” limit on a blanket work order for MOD Supervision and Consulting of contract-related work that is billable to the Reserve budget for a total value of \$25,000.
- A “Not-To-Exceed” limit on a blanket work order for MOD Supervision and Consulting of non-contract-related work that is billable to the Operating budget for a total value of \$10,000.

She is also planning to include these costs under Professional Services line items in the Mutual financial statements instead of including them under “Carpentry”.

#### ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE

Ms. Swisher reported the following:

Resident alteration requests covering the period 09/01/2018 to 2/28/2019 include:

- 12 alterations were approved by the Board and are in progress
- 4 alterations require clarification by the Board before approval.
- 35 alterations were completed.
- Compliance Updates
  - No compliance issues were identified in any of the above approved alterations. However, one alteration requested enclosing a balcony. In light of Davis-Stirling Article 4, Restrictions on Transfer, the Board prepared an Alteration Agreement, with input from our attorneys, specifying that the enclosure did not change the balcony from Exclusive Use Common Area to manor square footage. Various other requirements were contained in the Agreement, including that the manor owner is required to have a structural engineer certify that the new maximum loading of the balcony can be sustained by the existing concrete column supports. The Agreement was signed by the manor owner and included in the Alteration package.

#### EMERGENCY PREPAREDNESS COMMITTEE

Steve Adza reminded the membership that EPO meets the first Monday of the month. Dennis Bell and Molly Ayres did an annual presentation. They gave their job descriptions. CERT will meet at 10:00 a.m. at Creekside. Penny Reed from the counseling department

will be the speaker. She will talk about stress and how CERT members can better manage it.

### COMMUNICATIONS COMMITTEE

Since the previous Chairperson has stepped down, Ms. Swisher provided the following highlights:

The Board is working with Carl Brown, our webmaster, to develop user profiles for future implementation of pin numbers to control access to portions of the website.

The Board is going to ask other members of the Committee if they are willing to take over as Chairperson.

### POLICY COMMITTEE

Since the previous Chairperson has stepped down, Ms. Swisher provided the report on behalf of the Committee:

- There is an open item regarding golfport usage, rent, and ownership. This is currently being researched.
- According to Tess Haskett, MOD Assistant Controller, the Mutual 4 policy on fines needs to be updated to be in compliance with Davis-Stirling.

The Board needs more members on this Committee and someone willing to take over as Chairperson.

### OFFICERS REPORTS

1. Ms. Swisher reported that she would like to use the President's report as the mechanism for listing any work orders or invoices between \$500 and \$5000 that were signed during the past month by her per the requirements of the Board to ensure financial disclosure in the meeting minutes.

The following was approved by Ms. Swisher after clarification of the line item charges:

- California Quality Printing work order for \$1543.16 for copying and mailing our last newsletter.
  - Attorney fees totaling \$424.00 from Adam/Stirling for general legal services.
  - Work Order 526598 for replacement of 85 sp. Ft. of concrete sidewalk in front of 1902 Skycrest Drive entry #12 in the amount of \$2,125.
2. Vice President: No report.
  3. Treasurer: Ms. Perrich reported there were no financials for March yet.  
*Ms. Perrich moved to approve signing the Letter of Representations. Mr. Schwartz seconded and the motion carried without dissent.*
  4. Secretary: No report.

### UNFINISHED BUSINESS

None

### NEW BUSINESS

None

ANNOUNCEMENT

The next meeting is the Regular Board Meeting scheduled for May 20, 2019 at 1:30 p.m. in the Board Room at Gateway.

ADJOURNMENT

Having no further business, the meeting adjourned at 2:35 p.m.



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Anne Paone, Assistant Secretary  
Fourth Walnut Creek Mutual

\*\*\*The Board of Directors met in executive session on March 13, 2019 at 1:00 p.m. to discuss the following:

1. Legal Issues – Review of Designated Occupancy; carport issue; laws regarding common areas
2. Contracts – Various contracts were reviewed and requested

Having no further business, the executive session adjourned at 4:10 p.m.

\*\*\*The Board of Directors met in executive session on March 18, 2019 at 3:50 p.m. to discuss the following:

1. Legality of transference of exclusive use common area
2. Member Matters – Letter to attorney regarding carport issue
3. Payment Plans – Delinquency-Board considering foreclosure

Having no further business, the executive session adjourned at 4:40 p.m.