

MINUTES  
FOURTH WALNUT CREEK MUTUAL  
MONDAY, APRIL 18, 2022 AT 1:30 P.M.  
Via ZOOM

President Brown called to order a regular meeting of the Board of Directors of Fourth Walnut Creek Mutual at 1:30 p.m. on Monday, April 18, 2022.

ROLL CALL: PRESENT:	Linda Brown	President
	Sheldon Schwartz	Vice President
	Pamela Ovalle	Treasurer
	Janet Seldon	Secretary
	Jeff Spires	Director

ABSENT:

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

Ms. Brown welcomed 5 residents in attendance.

APPROVAL OF CONSENT CALENDAR

*The consent calendar consisted of:*

Minutes:	March 21, 2022: Regular Board Meeting
	March 4, and April 1, 2022: Executive Session Minutes

*Ms. Brown asked for any additions or corrections to the minutes. Hearing none, Ms. Brown declared them approved.*

RESIDENTS' FORUM

Resident asked when the buildings will be painted Ms. Brown responded they are done in phases.

Resident reported that some areas were marked with pink flags and wondered why.

MANAGEMENT REPORT

Mr. Donner reported that the Admin Services Manager, Kris Peterson, has gone back to her old company. She did not give any notice. John Tawaststjerna is happy here. We have hired a new inspector Rogan Vogler He is replacing Tom Huber who is retiring.

PRESIDENT'S REPORT

Ms. Brown reported that two redwood trees have been removed. The Mutual is starting to charge for things that are plugged in and using Mutual electricity. Edith Henchy has volunteered to be the inspector of Elections. The Board voted to engage Melissa Ward of Adams/Stirling as the Mutual attorney.

## TECHNOLOGY REPORT

Mr. Brown reported they are looking at EV Parking. It is best to install special outlets and to possibly install some meters.

## LANDSCAPE AND GROUNDS, FIRE CLEARANCE

Ms. Seldon reported that the entry 15 park has been given a facelift. Entry 3B on Skycrest will have a major rehab. They have met with the residents. A large section of the grass will be removed. Residents stated that they do not want the path redone if it is not going to be moved. Junipers will be removed.

*Ms. Seldon moved to approve the proposal from Terra for entry 3B with a NTE of \$35,000. Mr. Schwartz seconded and the motion carried without dissent.*

A voice vote was taken. All Board voted aye.

## BUILDING MAINTENANCE REPORT

Mr. West reported as follows:

### INFORMATION ITEMS: Work scheduled in progress or completed.

1. Dryer Vent Cleaning – Contractor: Bay Air Flow to complete up to 286 units.

At \$65 Per unit. Total Price not to exceed \$18,590.00. Mutual will only be charged for the number of units actually completed. As of December 31<sup>st</sup>, \$8,580.00 has been charged to reserves.

Phase 1- 132 have been completed and billed for, Phase 2 in progress.

Bay Air Flow to complete by the end of April.

(Project scheduled to be completed in 2022).

2. Roofing Project - This project will include the 7 Buildings remaining with Tar and Gravel Roof buildings in 4<sup>th</sup> mutual.

Included will be new DuroLast Material installed on the flat sections of the roofs.

Also new gutters and downspouts along with new tile to comp roofing.

Building included are: # 1109 SC / 1301 SC / 1509 SC / 1902 SC / 1910 SC / 2101 SC / 2105 SC.

Frank Fiala Roofing was awarded total project. Original contract total \$368,328.00.

2021 Phase I Roofing Project completed Buildings #1301, #2105, and #1509.

For a Total cost of \$101,838.00.

Phase II - # 1109 SC / 1902 SC / 1910 SC / 2101 SC

For a Total cost of \$304,994.00

Due to Material, Insurance and Labor cost increases, the new Total project cost to complete all 7 roofs - \$406,832.00

(Phase II Scheduled for spring 2022).

3. Estimates to replace broken sewer lines in several locations. Also estimates to install Primary and secondary Cleanouts were needed.

Five Star and Davis Plumbing to supply estimates to complete this work  
(Presented to the Board for approval).

4. Senate Bill SB326 - Structural Engineers inspection of raised mutual components – The Board has elected to complete this project in 4 Phases over 4 years starting in 2021 -

And completing the inspections in 2024. Total Inspection contract Cost \$78,071.00.

Deadline to complete these inspections is January 1<sup>st</sup>, 2025.

Contractor: FWC - Destructive testing and put back to be completed by others.

2021 Phase I Cost \$18,720.00

2022 Phase II Cost \$19,299.00

Phase I Inspections were completed in August 2021.

Phase II Inspection scheduled for summer 2022

(FWC Report and SOW going out to bid).

5. 2021 Phase II / 2022 Phase III / 2023 Phase IV - Dry Rot and Touch Painting Project Contractor: MOD – Phase II includes Entry 11 and 15 Skycrest Dr.

2021 Building Carpentry and Supervision Budget for this Project is \$90,000.00.

The Board has approved a total of \$62,600.00 for 2021.

Breakdown of 2021 cost to-date: 2021 MOD Reserve Supervision and consultation

Cost \$ 11,975.00 / Painting Exterior – Cost \$20,715.00 / Carpentry Exterior – Cost \$ 36,455.66

Total cost 69,145.66.

Additional Building and Balcony Dry Rot have been discovered in several locations.

(Phase II of this project is currently in progress. The final phase will be completed in 2023).

6. Interior Electrical Building and Unit panels inspections - Contractor: Sang Electric Sang has completed 90% of the units to date.

4<sup>th</sup> Mutual has all GE Electrical Panels – No Zinsco Electrical panels have been found.

(This Project is in progress and is scheduled to be completed by the end of April).

\*\*\*\* (2:07 pm - Jeff Spires had to leave for an appointment.)

*Ms. Ovalle moved to approve the proposal from 5 Star to complete projects in their report in the amount of \$42,945. For drain pipes and clean outs. Ms. Schwartz seconded and the motion carried without dissent.*

A voice vote was taken. All Board members voted aye.

The addresses are: 1429 Skycrest, 1201 Skycrest, 1633 Skycrest, 1133 Skycrest, 1641 Skycrest, 1637 Skycrest, and 2144 Tice Creek.

*Ms. Seldon moved to approve the striping of Entry 10 with a NTE of \$1,242. Mr. Schwartz seconded and the motion carried without dissent.*

A voice vote was taken. All Board members voted aye.

#### ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE

Ms. Brown reported that she still has not received any reports.

#### EMERGENCY PREPAREDNESS

No report. Still looking for a chair.

#### COMMUNICATIONS

Rich Kinsey has agreed to take over the management of the database of emails and Constant Contact. A formal letter with a form will be sent to residents. They can opt out. We would like to sort by entry.

*Mr. Schwartz moved to adopt the email policy presented by the Communications Committee. Ms. Ovalle seconded and the motion carried without dissent.*

A voice vote was taken All Board members voted aye.

#### POLICY COMMITTEE

Ms. Brown will forward policies to Melissa Ward for review.

#### OFFICERS REPORTS

1. President: No report.
2. Vice President: No report.
3. Treasurer: Ms. Ovalle reported the following:  
Looking at the January 2022 ending financials, the position of the Mutual is solid. The Mutual remains within budgeted amounts for water. The operating fund has \$411,000 and the reserve fund has \$2.2 million.  
Ms. Ovalle reported on the resolution for #5502. She stated that by limiting it to \$7,000 instead of \$10,000, the Board remains having some control over the operating fund.  
Ms. Ovalle moved to adopt the resolution authorizing the limit of payments.  
Mr. Schwartz seconded and the motion carried without dissent.  
A voice vote was taken. All Board members voted aye.
4. Secretary: No report.

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

None

#### ANNOUNCEMENT

Regular Board Meeting – Monday, May 16, 2022 at 1:30 p.m. – via ZOOM

ADJOURNMENT

Having no further business, the meeting adjourned at 3:09 p.m.



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Anne Paone, Assistant Secretary  
Fourth Walnut Creek Mutual

\*\*\*The Board of Directors met in executive session on March 4, 2022 at 10:16 a.m. to discuss the following:

1. Personnel – Will do interviews
2. Contracts – Roofing and discussion of other contracts

Having no further business, the executive session adjourned at 10:37 a.m.

\*\*\*The Board of Directors met in executive session on April 1, 2022 at 10:30 a.m. to discuss the following:

1. Personnel – Interviews
2. Contracts – Tabled for further discussion

Having no further business, the executive session adjourned at 11:30 a.m.