

MINUTES  
FOURTH WALNUT CREEK MUTUAL  
MONDAY, APRIL 19, 2021 AT 1:30 P.M.  
ZOOM MEETING

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 19, 2021 via ZOOM.

ROLL CALL: PRESENT:           Linda Brown           President  
  Vacant                 Vice President  
  Janet Seldon         Secretary  
  Sheldon Schwartz    Director

ABSENT:                           Carolee Perrich, Treasurer

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

Ms. Brown welcomed 6 residents in attendance.

APPROVAL OF CONSENT CALENDAR

*Mr. Schwartz moved to approve the consent calendar with the minutes listed as follows:*

Minutes:           March 15, 2021: Regular Board Meeting  
                          March 8, 2021: Executive Session Meeting

*Ms. Seldon seconded and the motion carried without dissent.*

APPOINTMENT TO BOARD

*Mr. Schwartz moved to appoint Jeff Spires to the vacancy on the Board. Ms. Seldon seconded and the motion carried without dissent.*

*Ms. Seldon moved to appoint Mr. Schwartz to the office of Vice President and Mr. Spires as the Director. Ms. Brown seconded and the motion carried without dissent.*

RESIDENTS' FORUM

No comments or questions.

MANAGEMENT REPORT

Mr. Donner stated there are items to report on later in the agenda. He did report that MOD is waiting for Contra Costa to get to the yellow tier regrading the opening of buildings. That would allow for a greater capacity. Mr. O'Keefe wants to be sure the staff is vaccinated.

PRESIDENT'S REPORT

Ms. Brown reported the Mutual is having a problem with rats. Ms. Pollon will send letters out. Sang reported that the circuit breaker box kept tripping due to an electric vehicle charging issue. It costs \$50 to reset it. The resident agreed not to charge the vehicle because of the overload to the circuit. This was under a G-11 building. Ms. Brown asked the policy committee to look at the policy for charging vehicles. Entry 10 is complaining of rates. Ms. Brown will check the entry on Friday.

#### TECHNOLOGY REPORT

No report.

#### TASK FORCE ON PARKING

Ms. Brown stated there is currently no Parking Task Force.

#### COMMUNICATIONS

Mr. Brown reported the committee is planning to do a newsletter. No changes regarding the website.

#### POLICY COMMITTEE

Ms. Seldon reported that they are going through each policy.

#### LANDSCAPE AND GROUNDS, FIRE CLEARANCE

Ms. Pollon reported that she will set up a meeting to make plans for renovations at Entry 1. It will probably be done in phases. They will place flyers on the doors for residents and post on the laundry room.

Ms. Seldon reported they will remove trees after the city approves. The Mutual has 3 weeks for the MOD work crew. Work will begin at the end of May. Ms. Pollon reviewed the work that will be done.

#### BUILDING MAINTENANCE REPORT

Mr. West reported as follows:

INFORMATION ITEMS: Work scheduled in progress or completed.

1. Annual Sewer line drain preventive snaking - Includes using video camera in lines .

Annual Cost \$25,200.00.

(Project in progress for 2021 - Five Star to complete 118 Drain lines).

2. 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. Deadline to complete these inspections is January 1st, 2025. Contractor: FWC - Destructive testing and put back to be completed by others.

2021 Phase I Cost \$18,720.00

(FWC is putting an inspection schedule together for the board to review).

3. 2021 Phase II & Phase III Dry Rot and Touch up Painting Project – Contractor: MOD

This project will include repairs and paint to 18 Buildings and 12 Carports.

MOD is currently working in entry 11 and 15 Skycrest Dr. 2021 Building Carpentry and Supervision Budget for this Project is \$90,000.00.

(Phase II of this project is currently in progress).

*Mr. Schwartz moved to approve an additional \$30,000 for the continuation of the dry rot project. Ms. Seldon seconded and the motion carried without dissent.*

4. Interior electrical building and unit panels inspections - Contractor: Sang Electric

Sang has completed 50% of the units to date.  
(This work is in progress).

5. Building Roof Inspections and Report. Includes 32 Roofs with material that are currently out of warranty.

Contractor: Jim Hogue Cost \$1,900.00.  
(Report was given to the Board for review).

6. 1301 SC - Remove 50 feet of clay pipe and install of new ABS sewer line due to root intrusion.

Contractor: Five Star Cost \$12,154.00.  
(This work is in progress).

7. 2021 Roofing Project going out to Bid for 7 Buildings. This will be for Tar and Gravel roof buildings. that will have new DuroLast Material installed on the flat sections of the roof.

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

Project Out to Bid.

(Proposals will be Presented to the board as they arrive).

*Ms. Brown moved to ratify the additional pipe needed at 1301 Skycrest, #2 for \$12,154.00. Mr. Schwartz seconded and the motion carried without dissent.*

#### ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE

Ms. Brown reported the following:

There have been 19 applications processed and 15 permits issued.

- Compliance Updates
  - No compliance issues were identified in any of the above alterations.

#### EMERGENCY PREPAREDNESS COMMITTEE

Ms. Brown reported there is currently no one on this committee.

#### OFFICERS REPORTS

1. President: Ms. Brown reported that the Mutual put back the patio as installed at 1301 Skycrest.
2. Vice President: No report.
3. Treasurer: Paul Donner reported on the March financials as follows:  
The operating fund balance was \$300,000 and the reserve fund balance was \$2,182.00. The Mutual is better than budget by \$27,279. Ms. Brown read a report.
4. Secretary: No report.

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

Appointment of Assistant Treasurer:

Mr. Schwartz moved to appoint Joel Lesser as Assistant Treasurer. Ms. Seldon seconded and the motion carried without dissent.

#### ANNOUNCEMENT

**Regular Meeting** – Monday May 17, 2021 at 1:30 p.m. – ZOOM Meeting

#### ADJOURNMENT

Having no further business, the meeting adjourned at 2:27 p.m.



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Anne Paone, Assistant Secretary  
Fourth Walnut Creek Mutual

\*\*\*The Board of Directors met in executive session on March 8, 2021 at 1:00 p.m. to discuss the following:

1. Legal – Waiting for response from attorney
2. Contracts – Board reviewing
3. Member Matter – Carport to be cleaned, Bird Feeders-no seeds

Having no further business, the executive session adjourned at 1:52 p.m.