

MINUTES
FOURTH WALNUT CREEK MUTUAL
TUESDAY, FEBRUARY 21, 2023 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 Tuesday, February 21, 2023.

ROLL CALL: PRESENT:	Linda Brown	President
	Rajasundaram Sivasubramanian	Treasurer
	Janet Seldon	Secretary
	Sheldon Schwartz	Director

ABSENT: Jeff Spires, Vice President

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 8 residents in attendance.

APPROVAL OF CONSENT CALENDAR

The consent calendar consisted of:

Minutes: January 17, 2023: Regular Board Meeting

Ms. Brown asked for any additions or corrections to the minutes. Siva asked that the minutes reflect the change that the \$15,582 noted in the Treasurer's report was for 3^d-party billing. With that correction, Ms. Brown declared them approved.

A voice vote was taken. Brown-y, Siva -y, Seldon -y, Schwartz-y

RESIDENTS' FORUM

Ms. Brown stated that Rich Kinsey requested that a line item be listed for delinquencies in the financials.

MANAGEMENT REPORT

Mr. Donner reported that they are recruiting for senior positions. They are close to filling Jeff Matheson's former position. They will be interviewing tomorrow for the CFO position. They have 5 candidates to choose from. They will interview for Paul Donner's position in the near future.

PRESIDENT'S REPORT

Ms. Brown reported the presidents will have a meeting to approve the shared insurance policy. There is nothing else to report as the next meeting is on Monday, February 27, 2023.

TECHNOLOGY REPORT

Mr. Brown reported that the Solar Committee and EV Task Force is defunct. He will propose a new task force consisting of Ward Thompson, Siva and himself. He may present this at the next meeting.

LANDSCAPE AND GROUNDS, FIRE CLEARANCE

Ms. Seldon reported that there was not such severe damage from the storms. She walked around with John Tawaststjerna and checked on the trees.

Mr. Tawaststjerna reported the following:

Mutual 4 Landscape Report

MOD Days

Mutual	Total Days	Spring	Summer	Fall
4	28	13	6	9
		4/24 to 5/10	7/25 to 8/1	10/17 to 10/27

- Current plan for Spring days is to mulch Zone B on mulching plan
 - o Skycrest Entries 8, 9, & 10
 - o Estimated total of 375 yards of C6 mulch
 - o Estimated cost of \$18,750

Tree Proposals for Approval

- Yearly pruning for health, safety, and building clearance by Waraner
 - o \$12,960.00 (Reserves)
- Sycamore pruning in Tice Creek Entry A
 - o \$1,620.00 (Reserves)

Mr. Tawaststjerna presented 2 proposals for approval.

Mr. Schwartz moved to approve the proposal from Waraner Bros Tree Service for pruning of a Sycamore Tree on Tice Creek Dr, Entry #A in the amount of \$1,620. Also to approve the proposal from Waraner Bros Tree Service for the yearly tree trimming in various locations in the amount of \$12,960. Ms. Seldon seconded and the motion carried without dissent.

A voice Vote was taken. Brown-y, Siva-y, Seldon-y, Schwartz-y (Ms. Paone left the meeting to start another meeting and will return once it has finished. Ms. Seldon took minutes until Ms. Paone returned.)

BUILDING MAINTENANCE REPORT

Mr. West reported as follows:

ACTION ITEMS: Proposals for review or Approval

1. 2100 Skycrest - Excavate two trenches approximately a total of 25 feet long and 2.5 feet deep between both trenches. Install a total of 25 feet of 4" triple wall solid pipe. Backfill and clean up.

Contractor: Five Star ESTIMATE - \$7,450.00

Mr. Schwarz moved to approve the proposal from Five Star for Entry 16 in the amount of \$7,450.00. Ms. Seldon seconded and the motion carried without dissent.

A voice Vote was taken. Brown-y, Siva-y, Seldon-y, Schwartz-y

INFORMATION ITEMS: Work scheduled in progress or completed.

1. Roofing Project – 1817 Sky Crest DuraLast Project scheduled for 2023.
Contractor Fiala Roofing. Estimate - \$217,121.00
(Tentative scheduled start date 2/27/23).
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. Total Inspection contract Cost \$78,071.00.
Deadline to complete these inspections is January 1st, 2025.
Contractor: FWC - Destructive testing and put back will be completed by others.
2021 Phase I Cost \$18,720.00 / 2022 Phase II Cost \$19,299.00.
FWC will need to return to complete list of units that were not accessible.

(Reported repairs recommended by FWC will go out to bid).
3. 2021 Phase II / 2022 Phase III / 2023 Phase IV - Dry Rot and Touch Painting
Project Contractor: MOD Phase III includes Entry 11 and 15 Skycrest Dr.
Additional Building and Balcony Dry Rot were discovered in additional locations. 2022 Total Carpentry Budget is \$196,000.00.

(Phase II of this project is currently in progress. The final phases will be completed in 2024).
4. 00654728 - 11/09/2022 CONCRETE REPAIR Contractor: Five Star - Mutual Reserve 1801 SKYCREST DR. SCOPE OF WORK Remove and replace two sections approximately 147 square feet of concrete walkway. Remove tree roots under concrete and away one foot away from new concrete. Dowel ½ rebar into existing concrete. Compact soil to concrete walkway. Apply lamp black as needed Concrete will match existing concrete broom finish. 3 Grinds concrete tripping hazards up to 3/4 inch. Rinse water to remove dust. Carefully use concrete scafier to level concrete. Sweep concrete dust and leave clean and neat. After concrete is removed, check for any damages regarding electrical or irrigation. Call for inspector if an abnormal condition exists. repair is needed. Prepare surface, apply gravel to

the dirt and pack compact gravel as needed. Drill holes at both ends of the existing concrete walkway. Apply epoxy into the drilled holes and then insert rebar dowels into the holes. Install full-length rebar at 16 to 18 spacing. Rebar should have little rust. Wire new rebar to dowels Furnish and Install 3 in. x3 in. x 3in. wire dobie concrete bricks and secure blocks to the full-length rebar.

Wet down based prior to concrete pour. If roots need to be cut and they are over 4 dia. call for inspection first.

Root removal as needed not to exceed \$500.00. Excludes unforeseen large or multiple roots not visible during inspection.

(Total \$6,111.00)

5. 659800 01/06/2023 In the wall Drain Line leak - Contractor: Five Star Reserve 2589 PINE KNOLL DR. #4 SCOPE OF WORK LIVING ROOM AND DINING ROOM: DRYWALL REPAIR Mask all areas that we are going to work from dust and paint drips. Carefully remove approx. 2 square feet of acoustic ceiling drywall. Spot prime area that removed off with oil base primer to seal water stains. Install fiberglass mesh over seam and apply two coats of drywall mud. to float smooth. Spray acoustic texture several coats to build up acoustic to blend in patch. Spray primer and paint to complete ceiling to ensure ceiling color matches. Spot prime and paint one wall where we had to paper the corner ceiling to wall. Leave job clean and neat. We propose to furnish all labor and materials necessary to complete the above specifications.

(Cost \$1950.00 Work in Progress).

Mr. West reported that more work is needed on Entry 10 asphalt. It will use up all of the budget because of the V ditch. It has to be completely dug up and replaced. Annual inspections of sewer lines was done a few years ago. Second clean-outs, double, so clean outs on both sides of the building. They are due for another inspection in 2023. Mr. West will get a bid for the Board.

ARCHITECTURAL CONTROL AND ALTERATIONS: COMPLIANCE

Ms. Brown reported 16 applications and 15 permits issued.

EMERGENCY PREPAREDNESS

No report. Still looking for a chair.

COMMUNICATIONS

No report

POLICY COMMITTEE

Working with attorney, Melissa Ward, on the new CC&Rs.

OFFICERS REPORTS

1. President: No report.
2. Vice President: No report.
3. Treasurer: Siva reported that he just got the December financials right before the

Board meeting. They are being reviewed and will put off the approval of them until the next Board meeting.

3rd – party billings need to be discussed with Florinda in accounting. Siva met with ASAP regarding delinquent assessments.

Mr. Schwartz moved to have a lien placed on 186-110-005-5 in the amount of \$12,000 and on 185-110-051-7 in the amount of \$21,000. Ms. Seldon seconded and the motion carried without dissent.

A voice vote was taken. Brown-y, Siva-y, Seldon-y, Schwartz-y

There is an \$11,000 delinquency issue that needs to be clarified when ASAP says we cannot accept the direct deposit.

4. Secretary: No report.

UNFINISHED BUSINESS

None

(Ms. Paone returned to the meeting.)

NEW BUSINESS

A. Motion to Establish Finance Committee

Ms. Seldon moved to establish a Finance Committee. Mr. Schwartz seconded and the motion carried without dissent.

A voice vote was taken. Brown-y, Siva-y, Seldon-y, Schwartz-y

B. Motion to Appoint Pam Ovalle as Finance Chair

Siva moved to appoint Pam Ovalle as chair of the Finance Committee to work with the Treasurer of the Board. Mr. Schwartz seconded and the motion carried without dissent.

A voice vote was taken. Brown-y, Siva-y, Seldon-y, Schwartz-y

ANNOUNCEMENT

Regular Meeting – Monday, March 20, 2023 at 1:30 p.m. – via ZOOM

ADJOURNMENT

Having no further business, the meeting adjourned at 2:37 p.m.



Anne Paone, Assistant Secretary
Fourth Walnut Creek Mutual