

MINUTES  
FOURTH WALNUT CREEK MUTUAL  
THURSDAY, FEBRUARY 22, 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 Thursday, February 22, 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; and Anne Paone, Administrative Secretary.

Ms. Brown welcomed 5 residents in attendance.

APPROVAL OF CONSENT CALENDAR

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

Minutes: January 13, 2022: Regular Board Meeting

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

RESIDENTS' FORUM

Resident discussed the mini park at E15. It has become shabby and needs attention. She sent a proposal to the Board.

Resident asked about electrician knocking on door to check panel.

MANAGEMENT REPORT

Mr. Donner reported that the landscape and admin positions have been offered to candidates. Both have accepted the offers. The background checks are in process. Landscaping will continue to follow the blueprints that Ms. Pollon had set forth. The admin candidate has an HOA background. She will start by mid-March. MOD is open for business. Residents do not have to wear masks. Meetings can be on Zoom or in person.

PRESIDENT'S REPORT

Ms. Brown reported that Nice Cans will clean once per month. Another company will double the price to do it twice monthly.

TECHNOLOGY REPORT

No report.

## LANDSCAPE AND GROUNDS, FIRE CLEARANCE

Ms. Seldon reported that Ms. Pollon left a 2022 landscape plan. The Board is reviewing it. Every entry is on a schedule. We usually have a major renovation going on and then some smaller ones.

## BUILDING MAINTENANCE REPORT

Mr. West reported as follows:

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

1. 1301 SC #3 Kitchen Faucet Leak into unit #4 Homeowner insurance claim. Putback includes Dry wall at ceiling and walls. Tape / Texture. Kitchen cabinets and Countertop. Tile Kitchen Backsplash.  

Contractor: ATI – Estimate \$28,402.77.  
( Project is currently in progress ).
2. 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. To - Date \$8,580.00 has been charged to reserves.  
(Scheduled start date Nov. 15<sup>th</sup> scheduled to be completed in 2022).
3. 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.  
Buildings included are: # 1109 SC / 1301 SC / 1509 SC / 1902 SC / 1910 SC / 2101 SC / 2105 SC.  

Frank Fiala Roofing was awarded total project at \$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  
(Phase II Scheduled for spring 2022).
4. Progress update on the Annual Sewer line drain preventive snaking –  
Includes using video camera in lines.  
Five Star completed 118 Drain lines Annual Cost \$25,200.00.  

(Final 2021 report was sent to the board for review).
5. 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 went out to bid in).

6. 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).

7. 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  
March).

Asphalt replacement - \$100,000 and repair is \$10,500

Mr. West will give the Board proposals with prices and the Board can select what to do.

Mr. Schwartz is concerned about the safety aspect more than aesthetics.

#### ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE

No report received.

#### COMMUNICATIONS

Mr. Brown asked the Board to approve \$10.57 to renew their domain name.

*Mr. Schwartz moved to approve the request for \$10.57 to renew the Mutual's domain  
name. Ms. Seldon seconded and the motion carried without dissent.*

A voice vote was taken with all responding aye.

They are still looking for someone to write the newsletter.

### POLICY COMMITTEE

Ms. Seldon reported the policies are done and are now being formatted. They will then be sent to the attorney for review. Finally, they will be sent to the members for the mandatory 28-day comment period.

Ms. Ovalle reported there are 2 parts for communication. Formal and informal communications. There is no relationship between the informal emails collected and the formal. Informal information is not shared with Member Records. The committee will use Constant Contact as it is secure. Someone will have to manage Constant Contact. It is the most convenient and cost-effective way to get information out to the members. A form will be provided.

### EMERGENCY PREPAREDNESS COMMITTEE

Ms. Brown reported there is still no chair at this point. Looking for volunteers.

### OFFICERS REPORTS

1. President: Need volunteers. Ms. Brown will write an article for the Rossmoor News.
2. Vice President: No report.
3. Treasurer: Ms. Ovalle reported the following:  
The ending balances in the funds were as follows: December 31, 2021 financials – operating fund was \$393,200 and the reserve fund was \$2,138,414. Some residents have not paid the special assessment from 2021 for a total of \$52,000. The Board needs to keep track of money spent. Anything over \$5,000 must be approved by the Board.  
*Ms. Ovalle moved to accept the financial reports for December in accordance with civil code #5500. Ms. Seldon seconded and the motion carried without dissent.*
4. Secretary: No report.

### UNFINISHED BUSINESS

None

### NEW BUSINESS

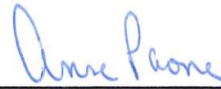
Already discussed.

### ANNOUNCEMENT

Regular Board Meeting – Monday, March 21, 2022 at 1:30 p.m. – via ZOOM

### ADJOURNMENT

Having no further business, the meeting adjourned at 2:45 p.m.



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Anne Paone, Assistant Secretary  
Fourth Walnut Creek Mutual

\*\*\*The Board of Directors met in executive session on February 22, 2022 at 2:55 p.m. to discuss the following:

1. Contracts – Nice Cans-Review schedule
2. Member Matters – Non-judicial foreclosures – may move forward on two and hold off on one

Having no further business, the executive session adjourned at 3:32 p.m.