

MINUTES

FOURTH WALNUT CREEK MUTUAL MONDAY, JULY 17, 2023, AT 1:30 P.M. IN PERSON & ZOOM BOARD ROOM

CALL TO ORDER: President Brown called to order a regular meeting of the Board of Directors of Fourth Walnut Creek Mutual at 1:43 p.m. on Monday, July 17, 2023.

ROLL CALL: PRESENT: Jeff Spires, Vice President
 Rajasundaram Sivasubramanian, Treasurer
 Janet Seldon, Secretary
 Sheldon Schwartz, Director

ON ZOOM Linda Brown, President

Representing Mutual Operations were Jeroen Wright, Director of Mutual Operations; Rick West, Building Maintenance Manager; John Tawaststjerna, Landscape Manager; Linda Schoeffner, Assistant Secretary.

President Brown welcomed 5 residents in attendance. Ms. Brown and Carl Brown attended on Zoom.

APPROVAL OF CONSENT CALENDAR

The consent calendar consisted of:

Minutes: June 19, 2023: Regular Board Meeting

President Brown asked for any additions or corrections to the minutes. Hearing none, President Brown declared the minutes approved as written.

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

MEMBERS' FORUM

Members' Forum was held. There were six members in attendance. Three members spoke, (1) thanked the Board for allowing the fence installation around her property; (2) reported a violation and two maintenance issues; (3) Thanked landscaping and was very happy they removed the huge pine that fell on Entry 14 and asked when the other tree would be removed.

MANAGEMENT REPORT

Jeroen reported he is working with GRF/MOD to put together the draft 2024 budget. Helsing is conducting site inspections to use for the reserve study. A meeting will be scheduled with the Board to review the draft budget and reserve study once completed.

With property insurance harder to obtain these days, Jeroen informed the Board about a program he and Landscape Manager John Tawaststjerna started called Firewise. This is a 3-year program working with CalFire to fire safe the property to help ensure that Rossmoor will continue to be insurable. The program is looking for volunteers to walk the property and keep their eyes open for hazardous areas or potential fire situations and report back to Jeroen. The result is to earn a certification for Rossmoor as the only certified community in California and make everyone that much safer.

Jeroen told the Board that Paul Donner went on vacation on July 21st and will return to Rossmoor on August 1, 2023, to attend his last official event and that is his retirement party. All Board members and members of Rossmoor are invited to attend. The party will take place in the Fireside Room at Gateway Clubhouse, on August 1st from 3:00 p.m. to 4:30 p.m. Please attend and say goodbye to Paul.

PRESIDENT'S REPORT

President Brown reported that 4WCM received a refund from Republic in the amount of \$7,000 for bills that were being applied to Second Walnut Creek Mutual bills for five years. She also reported that Jeroen Wright, Director of Mutual Operations, is looking for volunteers for Firewise who can walk the property and look for potential fire hazards. Look for areas where bushes need trimming, areas need weed abatement, tree trimming, the removal of dead plants/trees, piles of debris, logs that can fuel a fire, look at ingress and egress situations around walkways and between buildings that could block the exits, etc.

TECHNOLOGY REPORT

LANDSCAPE AND GROUNDS, FIRE CLEARANCE

Landscape Manager Tawaststjerna reported that members should sign-up for the plant replacement no later than September 1st at plantreplacement@rossmoore.com with a plant request. October 17th – 27th is Mutual's Fall MOD days. Landscaping typically completes plant replacement during those days. The irrigation inspection has been completed and all irrigation is working. Terra is working on fertilization.

BUILDING MAINTENANCE REPORT

Rick West reported as follows:

ACTION ITEMS: Proposals for review or Approval

INFORMATION ITEMS: Work scheduled in progress or completed.

- 1. 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. 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. Reported repairs recommended by FWC Went out to bid. Contractor: Alp Construction (Estimated Cost \$56,261.00).**
- 2. 2109 Sky #5 Contractor Five Star - Scope of Work - Mask all areas that we are going to work from dust and paint drips. Patch holes on part of walls that were made to dry out wall.

Tape, top, and smooth coat all patch and crack. Repair crown mounding that was damage from roof leak. Scrape prime and paint the complete crown on one long wall.

Prep and paint the complete wall and match existing paint to ensure correct color. Cost \$2,880.00 (Completed)**
- 3. 1429 Sky #4 - SCOPE OF WORK: kitchen, Bathroom, guest bedroom closet. Mask all areas that we are going to work from dust and paint drips. Install wood backing as needed to**

fasten drywall correctly.
Install new drywall in kitchen (behind fridge), Downstairs bathroom (patch hole wall and ceiling) and Upstairs guest bedroom closet (patch hole wall closet). Tape, top,

float, and skim new drywall to get it smooth. Mask all surface again to protect from drywall texture. Spot prime new texture mud.

Paint to ensure color matches wall fridge in kitchen, wall and complete ceiling in Downstairs bathroom and wall in guest bedroom closet.

Cost \$3,466.00

(Completed)

4. Roofing Project – 1817 Sky Crest DuraLast Project scheduled for 2023.
Contractor Fiala Roofing. Estimate - \$217,121.00
(Completed)

5. 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.
(Phase III of this project is currently in progress. The final phases will be completed in 2024).

6. 1605 / 1609 Entry 10 Underground Drain line excavation and replacement. Contractor: Five Star
(Total Cost and status update Presented to the Board).

7. Project: Mutual 4 Repaving - Skycrest Drive E1, E12, E13, E13A, E14, & E14A
Contractor: Black Diamond Paving
4" Asphalt Replacement
- Remove concrete wheel blocks (if applicable).
 - Grind, wheel cut, excavate and haul off site damaged asphalt as specified to an average depth of 4".
 - Trim any visible tree roots.
 - Compact the existing base rock.
 - Apply a tack coat of SS-1H oil to bond the new asphalt to the excavated pavement edges.
 - Pave with 4" of hot mix asphalt concrete in two equal lifts.
 - Roll and compact to provide a uniform finish.
 - Supply and install new 3-foot concrete blocks in all uncovered parking spaces.
 - Re-paint any parking stalls or striping affected by paving repairs with two coats of traffic paint per existing
(Including red curbs). • Replace blue hydrant markers per existing.
30,710 SF \$139,992.00
Paving Mobilization - Weekdays
- Work to be completed in 3 moves, closing off the area in 3 phase(s) for customer convenience. Client to ensure that work area will remain clear of foot and vehicle traffic. 3 EA Included **4" Asphalt Replacement Total \$139,992.00.**

(Notices will go out as soon as all parties sign the contract.)

ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE

No report.

EMERGENCY PREPAREDNESS

No report. We are still looking for volunteers.

COMMUNICATIONS

No report.

Website – Mr. Brown reported the website is being used.

POLICY COMMITTEE

CC&R revisions should best wait until after the Election, so any new Board members can add their input.

OFFICERS REPORTS

1. President: No report.
2. Vice President: No report.
3. Treasurer: The Treasurer reported that he had not received the May financials yet. He did receive the April report.

The April ending balance for the Operating fund was \$ 702,566 and the reserve fund was \$2,658,730 for a total of \$3,361,295.

The current state of our mutual is: As of April 30, we have a surplus against the budget of \$58K. Utilities was the major factor contributing \$61K favorable (Water \$56K and Trash \$5K) Professional services had a positive variance of \$6K. Unfavorable variances Landscape \$2K, Insurance \$6K.

As of 4/30/2023, total delinquencies were \$ 93,466 in past due monthly assessments. Three manors are responsible for \$ 79,949 (85 %) of this total. One escrow was closed on June 29. Mutual 4 received \$13,770.86 + \$250 = \$14,270.86. Linda will address our plans of action in the Executive session today.

Delinquencies on third party billing is \$ 11,876. Accounting said earlier that they were going to concentrate on this. Despite repeated requests, I have not been able to get an answer on their plans. Hopefully, the new CFO will improve this.

Special assessments have a delinquency of \$ 8,409.

We also need to make two motions.

The first motion is to certify that the April financials have been reviewed in accordance with civil code # 5500.

The second motion is, "In accordance with the collection policy for the time period between one meeting and the next, those owners who are delinquent will be sent to A.S.A.P. Collection Services to initiate collection activities, including but not limited to recording a lien and/or any successive liens(s)."

4. Secretary: No report.

UNFINISHED BUSINESS

- Asphalt Replacement - Black Diamond Paving to replace 30,710 sf of 4" asphalt at Skycrest Drive E1, E12, E13, E13A, & E14A near 1109 Skycrest Driver for an amount not to exceed \$139,992. This work will begin in August. The work will be staggered, it will need 24 hours for drying time. Residents will need to wait until 10 a.m. the next day to walk/drive on the asphalt. Sealcoat should be done every 5 years.

NEW BUSINESS

- There are two entrances on Seacrest that have no entry numbers on them (12-14 and 13-16), which is required in case of an emergency.

**Fourth Walnut Creek Mutual
Regular Meeting of the Board**

July 17, 2023

President Brown moved to approve installing two new signs numbered 12 a, b, and 13 a, b, at the beginning of driveway on Seacrest. Secretary Seldon seconded it and the motion carried, without dissent.

A voice count was taken Brown-y, Spires-y, Seldon-y, Schwartz-y, Sivasubramanian-y

- It was reported that there is another sign that needs replacing near the two that will be installed on Seacrest, Carl Brown will check this sign out near where members park and report to the Board at the Board meeting.

ANNOUNCEMENT

Annual & Organizational Meetings – Monday, August 3, 2023, at 2:00 p.m. – via In Person & ZOOM in the Fireside Room – Gateway.

ADJOURNMENT

Having no further business, the meeting adjourned at 2:50 p.m.

*** The Board met on July 17, 2023, at 3:00 p.m. Member matters were discussed. The Board deliberated and made decisions.*

Having no further business, the Executive Session adjourned at 3:45 p.m.

Linda Schoeffner

Linda Schoeffner, Assistant Secretary!

Fourth Walnut Creek Mutual