

MINUTES
FOURTH WALNUT CREEK MUTUAL
MONDAY, JUNE 20, 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, June 20, 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.
John Tawaststjerna, Landscape Manager -Excused

Ms. Brown welcomed 4 residents in attendance.

APPROVAL OF CONSENT CALENDAR

The consent calendar consisted of:

Minutes:	May 16, 2022: Regular Board Meeting
	May 20, 2022: Executive Session Meeting

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

A voice vote was taken. All Board responded aye.

RESIDENTS' FORUM

Resident discussed flags on driveway. Paul Donner reported that PG&E placed them there as they are trying to upgrade lines underground. They will remove the flags when they are done. Resident had a question regarding minutes.

MANAGEMENT REPORT

Mr. Donner reported that the property tax penalties were forgiven for the cooperatives. MOD needs to keep cash-on-hand in their operating fund. Any MOD surplus funds will go back to the Mutuals on a door-by-door basis. GRF will decide what to do with their surplus. The accounting department is at full strength now. Boards should start thinking about budgets now. Insurance will be at the forefront.

PRESIDENT'S REPORT

Ms. Brown reported that all of the presidents will be asking MOD to have the accounting department hire outside help. The presidents will also ask for flow-charts of staffing.

TECHNOLOGY REPORT

No report. Mr. Brown reported that he can post things on the website.

LANDSCAPE AND GROUNDS, FIRE CLEARANCE

Mr. Tawaststjerna provided the following report to the Board:

MOD Days

- 6/20 – 7/15 (15 total workdays)
 - o Mulching will take place in Zone A
 - Skycrest Entries 11-17
 - o When mulching behind 2100, concentrate on covering mesh and covering exposed rock.
 - o Estimated 450 yards of mulch
 - Estimated cost of mulch = \$22,500
 - o Lawn removal at the front of Entry 8
 - o Two small tree removals
 - o Irrigation work will also happen during these days.
 - System upgrades
 - System repairs

Landscape Maintenance

- Fire abatement work has been completed
- Spring startup irrigation inspections have been completed
- Edging of ivy for areas where it is growing over the edges of curbs or overgrown
- Deadheading of perennials

Drought Restrictions

- **Mandatory 10 percent water use reduction** District-wide as compared to 2020 with a plan to review progress towards achieving this goal in November.
- **Updated outdoor water restrictions**, including limiting outdoor watering to three times per week, prohibiting washing down sidewalks and driveways.
- 8% drought surcharge on all water use starting July 1st.

Budget

- Landscape Rehab
 - o Total Budget - \$68,000.00
 - o YTD = \$31,190.00
 - o Remaining = \$36,810.00
- Tree Maintenance
 - o Total Budget - \$40,625.00
 - o YTD = \$22,330.00
 - o Remaining = \$18,295.00

Ms. Seldon reported that John Tawaststjerna is serious about the 5-year lawn plan. Lawns are too expensive, especially regarding water usage.

Mr. Donner reported that there will be an 8% surcharge added beginning July 1st. PG&E will do abatement under their power lines.

Ms. Seldon reminded everyone that no new plants are planted in the summer. They will be planted in the fall. Pruning happens closer to winter.

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. This project is complete with the exception of the residents that were not home. Notices will go on the doors of these units with the contact information to schedule an appointment with Bay Air Flow.

2. Roofing Project - This project will include the 7 Buildings remaining with Tar and Gravel Roof buildings in 4th 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 is in progress).

3. Estimates to replace broken sewer lines in several locations. Also estimates to install Primary and secondary Cleanouts were needed. Five Star was awarded this project.

(Project is in progress).

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 1st, 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 August 2022.

(Any reported findings will go out to bid for repairs).

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 phases will be completed in 2024).
6. Interior Electrical Building and Unit panels inspections - Contractor: Sang Electric
4th Mutual has all GE Electrical Panels – No Zinsco Electrical panels have been found.

(This Project has been completed with the exception of residents that have not responded to door hanger notices).

GUEST SPEAKER

Ms. Brown introduced Terin Reeder-Atkins from ASAP Collections.

Ms. Reeder-Atkins explained how ASAP does collections for Associations. Her ASAP specializes in HOA collections for assessments. After 90 days, the account is sent to collections company. They have already had statements and courtesy notices sent to them. A prelien letter secure the debt for the Association. ASAP can handle all correspondence. They can do a final delinquency letter and then go into a prelien. The Board thanked her for attending and for giving the presentation.

ARCHITECTURAL CONTROL AND ALTERATIONS: COMPLIANCE

Ms. Brown reported that from Oct. 1, 2021 – May 31, 2022, there have been 22 completed alterations, 21 permits issued, and 28 applications processed.

EMERGENCY PREPAREDNESS

No report. Still looking for a chair.

COMMUNICATIONS

No report from Mr. Brown.

Rich Kinsey reported that about 190 email addresses have been received and want the Newsletter. Twelve have opted-out. The emails can be sorted by entry and they can choose to send to whomever with a targeted email. Mr. Kinsey is working with Constant Contact.

POLICY COMMITTEE

Ms. Seldon reported that everything is with Melissa Ward.

OFFICERS REPORTS

1. President: No report.
2. Vice President: No report.
3. Treasurer: Ms. Ovalle reported the following:
For the April 30, 2022 financials, the Operating and Reserve performance of the Mutual remains solid. The reserve and operating revenues exceeded expenses. It is noted that the Mutual is owed \$28,000 relative to an advance made for work done at a unit that sustained damage from a neighbor's leaking pipe. The event was insured and the Mutual advanced the \$28,000 with the understanding that the insurance company would be billed and the Mutual would be made whole. It does not appear that this reimbursement has occurred. The Board of the Mutual would like whichever MOD group is responsible to aggressively initiate collection efforts from the insurance agency and to forward the documentation of such efforts to the Board of the Mutual.
Ms. Ovalle moved to confirm compliance with civil code #5500 for the April financials. Mr. Schwartz seconded and the motion carried without dissent.
Voice vote: Brown-yes, Schwartz-yes, Ovalle-yes, Seldon-yes, Spires-yes
4. Secretary: No report.

UNFINISHED BUSINESS

None

NEW BUSINESS

Green Recycling-Trash Enclosures

The Board discussed identifying enclosures.

Mr. Schwartz moved to have letters purchased that will be used to identify the trash enclosures. Ms. Seldon seconded and the motion carried without dissent.

Voice vote: Brown-yes, Schwartz-yes, Ovalle-yes, Seldon-yes, Spires-yes

Ms. Brown discussed signs that can be placed on the enclosures that identify what trash can go in which bin. The Board thought they should be placed inside the enclosure.

Mr. Schwartz moved to have signs laminated that identify what items belong in the recycle, landfill, and the compost bins. Ms. Seldon seconded and the motion carried without dissent.

Voice vote: Brown-yes, Schwartz-yes, Ovalle-yes, Seldon-yes, Spires-yes

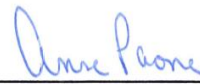
Ms. Brown reported that the Mutual has 8 green recycle bins and 16 enclosures that do not have them. She will double-check the entries and contact Lisa Lankford to have green cans added to the entries that can fit them. She will work with Lisa Lankford.

ANNOUNCEMENT

Regular Board Meeting – Monday, July 18, 2022 at 1:30 p.m. – via ZOOM

ADJOURNMENT

Having no further business, the meeting adjourned at 3:40 p.m.



Anne Paone, Assistant Secretary
Fourth Walnut Creek Mutual

***The Board of Directors met in executive session on May 20, 2022 at 11:00 a.m. to discuss the following:

1. Legal – CC&Rs, Bylaws and Policies
2. Contracts – Roofing

Having no further business, the executive session adjourned at 12:29 p.m.