

MINUTES  
FOURTH WALNUT CREEK MUTUAL  
MONDAY, MARCH 15, 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, March 15, 2021 via ZOOM.

ROLL CALL: PRESENT:           Linda Brown           President  
  Pamela Ovalle        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-EXCUSED; Manager Rebecca Pollon, Landscape Manager-EXCUSED; 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:           February 26, 2021: Regular Board Meeting  
                          February 23, 2021: Executive Session Meeting

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

RESIDENTS' FORUM

Resident thanked the Board for their help in a matter.

MANAGEMENT REPORT

Mr. Donner reported MOD is still sorting out the Management Agreement. MOD is operating under the current COVID protocols. Staff is working in the field.

Mr. Donner explained the indemnity cause in the Agreement. In his opinion, it matches the law.

PRESIDENT'S REPORT

Ms. Brown reported the Board attended the Hughes-Gill Legal Seminar. They also attended the Helsing seminar. They are working on the Management Agreement with GRF.

TECHNOLOGY REPORT

Mr. Brown reported that some lights are on all of the time. There are questions about the lighting in hallways. The Board should consider lights with energy saving measures. Perhaps change the lights to LED. The committee will look into this. The committee also

wondered if the paint in the halls is too dark.

Mr. Brown will check to see if PG&E has a program to assist with the changing of lights to more energy-efficient ones.

The Mutual has some paving that needs to be done along with some driveways.

### COMMUNITCATIONS

Mr. Brown reported the committee is planning to add a newsletter. It will be a separate mailing. Ms. Bridgman reported they will have a meeting to discuss the newsletter.

There is nothing to report on the website.

### POLICY COMMITTEE

Ms. Bridgman reported the committee is starting from scratch. They are not continuing the work that had been done by the Policy Committee. They are taking a practical look at the policies. If anyone wants to volunteer, contact the Board.

### TASK FORCE ON PARKING

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

### LANDSCAPE AND GROUNDS, FIRE CLEARANCE

Ms. Ovalle reported the Terra Landscape contract has ben signed. Waraner came out and thinned some trees. She will check to see if the height of the trees will be reduced. (Liquid Ambers) Balls from these trees may drop and can be slippery.

### BUILDING MAINTENANCE REPORT

Mr. Donner read Mr. West's report as follows:

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

1. 1109 SC Installation of new sewer line. Due to root blockage and crushed pipe sections. Including tree root removal. Project includes new pipe and couplers.

Contractor: Five Star -Cost \$9,284.00

(This Project has been completed).

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

Annual Cost \$25,200.00.

(For 2021 - Five Star to complete 118 Drain lines).

3. 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 1<sup>st</sup>, 2025.  
Destructive testing and put back to be completed by others.  
FWC 2021 Phase I Cost \$18,720.00  
  
(FWC is putting an inspection schedule together for the board to review).
4. 2021 Phase II & Phase III Dry Rot and 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.  
The Board has approved NTE \$32,600.00. Total YTD Costs –  
Carpentry rehab \$158,614.00.  
Balcony rehab \$29,167 Paint \$20,600.00.  
  
(Phase II of this project is currently in progress).
5. Interior electrical building and unit panels inspections - Contractor: Sang Electric  
Sang has completed 40% of the units to date.  
  
(This work is in progress).
6. 1609 SC #20 – Carpentry work on 4 doors ,casings and jams. Due to Structural movement.  
Contractor Five Star - To date Mutual cost \$1,592.50.  
  
(Project has been completed).
7. Gutter and Downspout cleaning for all buildings and carports.  
Contractor: Outdoor Keeper.  
Contractor: Outdoor Keepers. Cost \$11,050.00.  
  
(Work was completed in February).
8. 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).

Mr. Donner reported that per Mr. West, the paving walk-through has not been done yet.

### ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE

Ms. Brown reported the following:

There have been 2 approvals. From September 2020 – March 15, 2021, there have been 15 applications processed, 18 permits issued, and 18 completed.

- 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. Contact the Board if you would like to volunteer.

### OFFICERS REPORTS

1. President: Ms. Brown reported that the CC&Rs must be updated by the end of the year. The cost will be \$9,500 and \$11,200 for the Bylaws and CC&Rs. The Board is looking at the GRF Management Agreement.
2. Vice President: No report.
3. Treasurer: Paul Donner reported on the January 31, 2021 financials as follows:  
The operating fund balance was \$101,000 and the reserve fund balance was \$1,926,974. The Mutual is better than budget by \$10,054. The budget is under in Building and Landscaping. Insurance is under budget by \$1,170 and will continue in that amount monthly.
4. Secretary: No report.

### UNFINISHED BUSINESS

None

### NEW BUSINESS

The Board discussed the special assessment that was passed at their last Board meeting. After careful review, the Board determined it was necessary to increase the amount. The amount is still under the allowable 5% increase without a vote from the membership being necessary.

*Ms. Ovalle moved to increase the amount for the special assessment from \$524.00 to \$550.00 per unit. Mr. Schwartz seconded and the motion carried without dissent.*

The Board agreed that members may make 2 payments, if need be. The due dates remain the same, June 1 and November 30, 2021.

### ANNOUNCEMENT

**Regular Meeting** – Monday April 19, 2021 at 1:30 p.m. – ZOOM Meeting

ADJOURNMENT

Having no further business, the meeting adjourned at 2:25 p.m.



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Anne Paone, Assistant Secretary  
Fourth Walnut Creek Mutual

\*\*\*The Board of Directors met in executive session on February 23, 2021 at 11:00 a.m. to discuss the following:

1. Legal – Various
2. Contracts – Board reviewing GRF Management Agreement and will need to review other contracts
3. Member Matter – Various. COVID affecting some payment plans

Having no further business, the executive session adjourned at 12:05 p.m.