

MINUTES
FOURTH WALNUT CREEK MUTUAL
MONDAY, MARCH 20, 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 Monday, March 20, 2023.

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

ABSENT: None

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 15 residents in attendance.

APPROVAL OF CONSENT CALENDAR

The consent calendar consisted of:

Minutes: February 21, 2023: Regular Board Meeting

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

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

RESIDENTS' FORUM

Resident thanked the Board for their service. Asked about policies and how to move forward with them. Ms. Brown responded that the CC&Rs and Bylaws must be done first, so all documents will follow appropriate civil codes.

The Board agreed that the Task Force should look at the governing documents. Kathleen Bridgman is the Chair. Ms. Brown, Pam, and Siva will join the committee.

Resident wants more information in the minutes. Also wants a lump sum reported documenting amounts.

MANAGEMENT REPORT

Mr. Donner reported that storm related work is going on. Many trees were down and they are getting them cleaned up right away. There was a large power outage. They are recruiting and have interviewed 5 CFO candidates. They are all very good. They are close to filling Jeff Matheson's former position. Florenda Agero is resigning on March 24th. We have a temp working now.

PRESIDENT'S REPORT

Fourteen thousand dollars has come out of reserves for projects that have been approved by the Board. Entry 10 had a \$13K project. Mr. Spires is working with Five Star and may save \$5,000. The Board thanked Mr. Spires.

Insurance is still a problem. Fourth Mutual will have to have a balloted election this year, per Davis-Stirling civil code.

TECHNOLOGY REPORT

No report.

LANDSCAPE AND GROUNDS, FIRE CLEARANCE

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

Landscape Maintenance

- All lawns have been fertilized
- Overseeding is happening in lawns that are in poor condition
- Cutting back of old growth on perennials

Tree Maintenance

- Waraner has completed yearly tree pruning
- Sycamore in TC Entry A pruning completed on 3/17/23
- 2013 Skycrest Liquidambar – City will not approve removal, unless the tree is uplifting or causing damage.

Tree Proposals for Approval

- 1413 & 1429 Skycrest Entry 8 Rehab
 - o \$8,805.00
 - o Reserves
- Spring MOD Days Mulching (WO 666117)
 - o \$18,750.00
 - o Reserves

Ms. Seldon moved to approve MOD mulching with a NTE amount of \$18,750. Mr. Schwartz seconded and the motion carried without dissent.

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

Ms. Seldon moved to approve the proposal from Terra Landscape for various work between 1413-1429 Skycrest, Entry 8 with a NTE amount of \$8,805. Ms. Brown seconded and the motion carried 4-0.

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

BUILDING MAINTENANCE REPORT

Mr. West reported as follows:

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 April 2023).
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. 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).
5. 1605 / 1609 Entry 10 Underground Drain line excavation and replacement. Contractor: Five Star - Total Cost and status update Presented to the Board.

Ms. Seldon moved to approve contract for 2100 Skycrest – fixing storm drain with a NTE amount of \$7,450. Ms. Brown seconded and the motion carried without dissent. A voice vote was taken. Brown-y, Spires-y, Siva-y, Seldon-y, Schwartz-y

Mr. West reported that the proposal for 2109 Skycrest #5 – roof leak- was signed in the amount of \$2,880.

ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE

Ms. Brown reported that within a period of September 2022 – March 2023, there were 34 completed applications, 9 permits and 13 applications processed.

EMERGENCY PREPAREDNESS

No report. No one is on the committee.

COMMUNICATIONS

Mr. Brown reported that he updated the website and added utility maps. He is monitoring page activity.

Newsletter

Rich Kinsey reported that he added 2-3 people to the list. He thinks more people have moved in, too. Ms. Browne stated that when she attends the new resident meeting, she gives them the address for the website and other information.

POLICY COMMITTEE

Ms. Brown reported that they just formed the committee, so no report.

OFFICERS REPORTS

1. President: No report.
2. Vice President: No report.
3. Treasurer: Siva stated he gave the report from the December financials in the last meeting. There is no approval for #5500 because he has not reconciled other financials. However,
Siva moved to approve #5500 for the December financials because they have been reviewed. Mr. Schwartz seconded and the motion carried without dissent.

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

Siva moved to approve recording a lien on APN 186-130-018. Ms. Brown seconded and the motion carried without dissent.

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

Siva reported there is almost \$15,000 due in 3rd-party billing. \$8,600 in assessment Delinquencies. There was \$86,000 in previous delinquencies from the past few years with most from 3 delinquencies.

4. Secretary: No report.

UNFINISHED BUSINESS

None

NEW BUSINESS

- A. Inspector of Election – spoke about earlier-need to have a balloted election.
- B. Ms. Brown reported they are dissolving the EV Solar and Task Force
- C. *Ms. Brown moved to create an “All” EV Committee. Mr. Schwartz seconded and the motion carried without dissent.*

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

- D. *Ms. Brown moved to appoint Carl Brown as the chair of the newly formed EV Committee. Siva seconded and the motion carried without dissent.*

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

- E. *Ms. Brown moved to send out letters to advise residents to stop placing refrigerators/freezers in any outdoor storage area and to get rid of them by June 1st. Mr. Schwartz seconded and the motion carried without dissent.*

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

ANNOUNCEMENT

Regular Meeting – Monday, April 17, 2023 at 1:30 p.m. – via ZOOM and Board Room (Hybrid)

ADJOURNMENT

Having no further business, the meeting adjourned at 3:01 p.m.



Anne Paone, Assistant Secretary
Fourth Walnut Creek Mutual