

MINUTES
FOURTH WALNUT CREEK MUTUAL
MONDAY, MARCH 21, 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, March 21, 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 4 residents in attendance.

APPROVAL OF CONSENT CALENDAR

The consent calendar consisted of:

Minutes:	February 22, 2022: Regular Board Meeting
	February 22, 2022: Executive Session Minutes

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

RESIDENTS' FORUM

Resident thanked Linda Brown for help with action that will be taken regarding her nail issue. They were never removed.

MANAGEMENT REPORT

Mr. Donner reported that the Admin Services Manager, Kris Peterson, has started. She seems to be working out well. The new Landscape Manager, John Tawaststjerna, will start on Wednesday. He worked for BrightView managing Rossmoor for the last 2 years. Steve Ormond is leaving at the end of the year. Doug Hughs is leaving in July. MOD has a very large surplus that will be returned to the Mutuals.

PRESIDENT'S REPORT

Ms. Brown reported that many forms have been returned to the Mutual regarding email addresses. The emails are for casual correspondence, newsletter, etc. Nothing to do with official mailings and documents. Richard Kinsey will handle Constant Contact and update the email addresses as he receives changes. SWCM had a fire, so Fourth will pay their

share of the deductible. Fourth must have an election this year, sue to the new election rules from Davis-Stirling. The Mutual still needs volunteers.

TECHNOLOGY REPORT

Mr. Brown reported that electrical panels will be inspected and he would like Sang to confirm the capacity of the panels and to label them. He would also like to contact PG&E in the future about EV Charging.

LANDSCAPE AND GROUNDS, FIRE CLEARANCE

Ms. Seldon reported the Mutuals will have some entries mulched this year. Entry 3B will have a major rehab which is on the schedule for this year. The cost for the rehab and mulching with plant replacements is \$68,000. The city approved the removal of some trees. The Mutual is waiting for the second bid. There is \$40,000 in the budget for tree maintenance and regular pruning.

Ms. Seldon moved to approve \$14,850 for a tree maintenance contract with Waraner Brothers. Mr. Schwartz seconded and the motion carried without dissent.

A voice vote was taken – all Board responded aye.

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.
(Mutual property putback has been completed).

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. As of December 31st. \$8,580.00 has been charged to reserves.

Phase 1- 132 have been completed and billed for, Phase 2 in progress. completed 22 units so far this year.

Bay Air Flow to complete M4 by first week of April.
(Project started on Nov. 15th 2021. scheduled to be completed in 2022).

3. 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 Scheduled for spring 2022).

4. Estimates to replace broken sewer lines in several locations. Also estimates to install Primary and secondary Cleanouts were needed.
Five Star and Davis Plumbing to supply estimates to complete this work
(Presented to the Board for approval).

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 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 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.

4th 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).

ARCHITECTURAL CONTROL AND ALTERATIONS: COMPLIANCE

Ms. Brown reported that she has not received any reports.

EMERGENCY PREPAREDNESS

No report.

COMMUNICATIONS

Mr. Brown reported that he renewed the domain name. They are moving forward with
Constant Contact.

*Ms. Ovalle moved to accept the contract from Constant Contact in the amount of
\$180.00 for one year. Ms. Seldon seconded and the motion carried without dissent.*

A voice vote was taken – all Board responded aye.

They are still looking for someone to write the newsletter.

POLICY COMMITTEE

Ms. Seldon reported the policies have not been submitted to the attorney yet. They are still
being formatted. There will be one more meeting scheduled.

OFFICERS REPORTS

1. President: No report.
2. Vice President: No report.
3. Treasurer: Ms. Ovalle reported the following:

There were no financial statements, so they are ending the first quarter without any reports. Mr. Donner stated that the schedule is to be caught up by May 10th. Ms. Ovalle reported that any checks over \$10,000 have to be approved by the Board. They can pre-approve payments for recurring items. The Board will follow-up on this item.

4. Secretary: No report.

UNFINISHED BUSINESS

None

NEW BUSINESS

Already discussed.

ANNOUNCEMENT

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

ADJOURNMENT

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



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.