

MINUTES
FOURTH WALNUT CREEK MUTUAL
MONDAY, MAY 15, 2023 AT 1:30 P.M.
Via ZOOM and BOARD ROOM

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, May 15, 2023.

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

ABSENT: Rajasundaram Sivasubramanian, Treasurer

Representing Mutual Operations were Paul Donner, Director of Mutual Operations; Tom Hand, Chief Financial Officer; John Tawaststjerna, Landscape Manager, and Anne Paone, Administrative Secretary; Linda Schoeffner, Board Office Coordinator.

Rick West, Building Maintenance Manager- Excused

Ms. Brown welcomed 4 residents in attendance. No residents attended on Zoom.

Anne Paone introduced Linda Schoeffner as the new Board Coordinator.

Ms. Brown moved to appoint Linda Schoeffner as the Assistant Secretary. Ms. Seldon seconded it and the motion carried without dissent.

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

Ms. Brown moved to appoint Tom Hand as the Assistant Treasurer. Mr. Schwartz seconded it and the motion carried without dissent.

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

Tom Hand introduced himself to the Board and advised them of his prior experience.

APPROVAL OF CONSENT CALENDAR

The consent calendar consisted of:

Minutes: April 17, 2023: Regular Board Meeting
April 17, 2023: Executive Session 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, Seldon-y, Schwartz-y

MEMBERS' FORUM

Members' Forum was held. No questions or comments were made.

MANAGEMENT REPORT

Paul reported that they hired a replacement for his position. His name is Jeroen Wright. He will be certified CACM. Paul reviewed Rick West's report.

PRESIDENT'S REPORT

Ms. Brown stated budgets and insurance were discussed in the Presidents Forum. They are looking for new ways to get insurance for the Mutuals. Ms. Brown reported that there are three (3) candidates for the Mutual Board Director Election this year. The Board would like to hold a Meet the Candidates Forum. More information will follow.

Ms. Brown reported that she read the letter to the Editor in the Rossmoor News regarding how much the coupon has increased. She explained it has gone up because previous Boards did not fully fund the coupon. Prior Boards postponed some maintenance.

Ms. Seldon stated that water, PG&E, and insurance are not in the Board's control.

TECHNOLOGY REPORT

Mr. Brown reported that it is an ongoing effort to look at ways to save money and improve items.

LANDSCAPE AND GROUNDS, FIRE CLEARANCE

Mr. Tawaststjerna reported that the MOD days have been completed. Mulching came in under budget at \$13,000 (originally approved at \$18,750). Entry 8 – turf removal completed. Looks great.

We will apply for the permits to remove the Blue Spruces.

BUILDING MAINTENANCE REPORT

Paul Donner reported as follows:

ACTION ITEMS: Proposals for review or Approval

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's bidding: EmpireWorks / Alp Construction / GBG
(Lowest Bid Alp Construction \$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 complete crown on one long wall. Prep and paint the complete wall and match existing paint to ensure correct color.
Cost \$2,880.00
(Proposal signed on March 1ST, 2023)

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 on 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

(Proposal signed on April 6th, 2023)

INFORMATION ITEMS: Work scheduled in progress or completed.

1. 1225 Skycrest #1 – Under Slab cold water leak and repair. Contractor AMAC
Cost \$13,180.00.

(Work Completed)

2. Roofing Project – 1817 Skycrest DuraLast Project scheduled for 2023.
Contractor Fiala Roofing. Estimate -\$217,121.00
(Project Status Update).

3. 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).

4. 1605 / 1609 Entry 10 Underground Drain line excavation and replacement. Contractor:
Five Star
(Total Cost and status update Presented to the Board).

ARCHITECTURAL CONTROL AND ALTERATIONS: COMPLIANCE

Ms. Brown reported that within the period of November 2022 – April 30, 2023, there were 17 applications processed, 13 permits issued and 36 applications completed.

EMERGENCY PREPAREDNESS

No report. We are still looking for volunteers.

COMMUNICATIONS

Rich Kinsey stated that he need to check the email account more often. Questions are sometimes sent there. There is a 70-75% open rate for the newsletter.

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

POLICY COMMITTEE

Ms. Ovalle reported the Committee has some questions for Attorney Melissa Ward to clarify. Linda Brown stated that she will join the committee once she is no longer on the Board.

Mr. Brown reported on the survey regarding circuits. EV charging can trip them. He is still reviewing. Ms. Ovalle stated that the GRF charges are not working. The third party provider has done what they can. GRF has to do some work.

OFFICERS REPORTS

1. President: No report.
2. Vice President: No report.
3. Treasurer: The Treasurer was not in attendance. Pam Ovalle read the Treasurer's Report as follows:

The Treasurer reported that he had not received the March financials yet. He did receive the February report after the April Board Meeting.

The February ending balance for the Operating fund was \$ 631496 and the reserve fund was \$ 2,632,829 for a total of \$ 3,264325.

As of 2/28/2023, total delinquencies were \$ 85,234 in past due monthly assessments. This is a slight drop from last month. One piece of good news is that one of the three major delinquencies have now been paid. However, this resulted in only a small reduction due to the fact that the other two delinquencies have continued to grow.

Delinquencies on third party billing is around \$12,657. Accounting said earlier that they were going to concentrate on this. In spite of repeated requests, I have not been able to get an answer on their future plans. Hopefully, the new CFO will improve this.

Special assessments have a delinquency of \$8,683.

I reported last month that one of the residents that have a large assessment delinquency is going through an escrow and the escrow is supposed to close in the first week of May. We had expected to recover around \$11,000 in delinquencies. Unfortunately, I am unhappy to report that the escrow had been cancelled. Our collections services determined that the escrow fell through due to buyer financing issues. Hopefully this house will sell soon so that we can recover some of our delinquent payments.

We also need to make two motions.

The first motion is to certify that the February financials have been reviewed in accordance with civil code # 5500. A motion was made, *seconded, and carried*. A voice vote was taken. Brown-y, Spires-y, Seldon-y, Schwartz-y

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)." A motion was made, *seconded, and carried.*

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

4. Secretary: No report.

UNFINISHED BUSINESS

Ms. Brown reported that Liberty HOA Services has been selected as the Inspector for the 2023 Director Elections.

NEW BUSINESS

The Board will review Fiala in the future, if needed.

The Board requested that the title "Task Force" be changed to Committee. This has been completed.

ANNOUNCEMENT

Regular Meeting – Monday, June 19, 2023 at 1:30 p.m. – via ZOOM and Board Room (Hybrid)

ADJOURNMENT

Having no further business, the meeting adjourned at 2:22 p.m. The Board will move to an Executive Session to discuss contracts and collections/liens.

Linda Schoeffner

Linda Schoeffner, Assistant Secretary
Fourth Walnut Creek Mutual

Having no further business, the executive session adjourned at 3:34 p.m.