

MINUTES  
FOURTH WALNUT CREEK MUTUAL  
MONDAY, MAY 16, 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, May 16, 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: John Tawaststjerna, Landscape Manager; and Anne Paone, Administrative Secretary.

Paul Donner, Director of Mutual Operations-Excused  
Rick West, Building Maintenance Manager-Excused

Ms. Brown welcomed 3 residents in attendance.

APPROVAL OF CONSENT CALENDAR

*The consent calendar consisted of:*

Minutes: April 18, 2022: Regular Board Meeting

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

RESIDENTS' FORUM

Resident reported that she was anxious to get a green cart in the trash enclosure in entry 1. The problem is that the enclosures are not big enough. The Board will consider what might be done to resolve this matter.

Resident reported that the News had an incorrect date for the meeting. He asked what the pink flags are for. John Tawaststjerna stated that PG&E placed them there.

MANAGEMENT REPORT

No report. Mr. Donner is excused.

PRESIDENT'S REPORT

Ms. Brown reported that the entry driveways are torn up. This is due to bad current electrical cables. PG&E has a sub-contractor, VPI, doing the work.

TECHNOLOGY REPORT

No report.

### LANDSCAPE AND GROUNDS, FIRE CLEARANCE

Mr. Tawaststjerna reported the following:

#### MOD Days

-6/20 – 7/15 (15 total workdays)

- Mulching will take place in Zone A
  - Skycrest Entries 11-17
- When mulching behind 2100, concentrate on covering mesh and covering exposed rock.
- Estimated 450 yards of mulch
  - Estimated cost of mulch = \$22,500
- Plans for planting at 2100 Skycrest under removed redwood trees
  - Potentially pushed back to the fall due to water restrictions
- Irrigation work will also happen during these days.
  - System upgrades
  - System repairs

#### Landscape Maintenance

-Fire abatement work

- 100 ft of defensible space from buildings
- Pruning of low hanging limbs on trees so there is 6 ft of vertical clearance from the ground to the lowest limbs

-Edging of ivy for areas where it is growing over the edges of curbs or overgrown

-Removal of dead or dying plants

#### Future Landscape Plans

-Monterey Pine at 2100 Skycrest permit for removal has been approved

- Hamilton Bid for a total of \$4,030
- Currently working on scheduling

-Proposals currently under construction by Terra:

- 1109-1233 Skycrest Dr Proposal
  - Juniper Removal and new shrub installation
  - \$21,610.00 (Updated Cost)
- 1225 Skycrest Dr #4 Proposal
  - Lawn Removal and new shrub installation
  - \$6,115.00 (Cost still needs to be revised by Terra)

#### 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.
- **Reinstatement of the Excessive Use Penalty Ordinance.** The ordinance sets a threshold of roughly 1,646 gallons of water per day for households. Households who exceed the threshold will receive one warning, and then will face fines of \$2 for every 748 gallons of water above the threshold.

The Mutual can water each station 3xs a week per EBMUD.

- **Updated outdoor water restrictions**, including limiting outdoor watering to three times per week, prohibiting washing down sidewalks and driveways, and requiring restaurants and cafes to only provide water upon request, among other provisions.

#### BUILDING MAINTENANCE REPORT

No report-Mr. West is excused.

#### ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE

Ms. Brown reported that 24 applications were completed and 32 were processed.

#### EMERGENCY PREPAREDNESS

No report. Still looking for a chair.

#### COMMUNICATIONS

Ms. Brown reported that resident, Deborah Amans, has volunteered to work on the newsletter. Ms. Ovalle stated that she needs to get the letter written regarding email. It will only apply to those that have not sent their form in already. It will include a return envelope, but not postage. Ms. Ovalle is working with Constant Contact.

#### POLICY COMMITTEE

Ms. Seldon reported that the committee is waiting for the attorney to review the policies. The attorney may be looking at the CC&Rs and the Bylaws, too. Ms. Seldon will email her to inquire about the status.

#### OFFICERS REPORTS

1. President: No report.
2. Vice President: No report.
3. Treasurer: Ms. Ovalle reported the following:  
For the March 31, 2022 financials, the Operating and Reserve performance of the Mutual remains sound. The Operating Fund balance stands at \$422,695 and Reserve Fund balance is at \$2.3MM  
For the month of March, Operating Expenses of \$203K exceeded revenues of \$197 by \$6K. This is due primarily to the increases in insurance expense, Building and Maintenance, and Utilities expense. The performance of the Reserve Account remains quite solid with an excess of Revenues/Expenses of \$68M. On a YTD basis, the numbers for the Operating Account are positive with Revenues exceeding expenses by \$30M. Working capital for this period is a bit thin at \$120 due to the large decrease in cash attributable to the payment of insurance.  
*Ms. Ovalle moved to confirm compliance with civil code #5500. 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

Re-piping

*Mr. Schwartz moved to approve the proposal from 5-Star in the amount of \$10,950 for re-piping. Ms. Seldon seconded and the motion carried without dissent.*

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

NEW BUSINESS

Shared Deductible

*Ms. Ovalle moved to approve the President signing the shared deductible agreement for 2022. Ms. Seldon seconded and the motion carried without dissent.*

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

Resolution #5502

Ms. Ovalle reported that the Board has to preapprove any expenses or transfers in excess of \$10,000. The checks must be signed by at least one authorized Board member. The reserve account requires two signatures. Up to \$5,000 can be signed by MOD, unless it is a progress payment. One director and one MOD signature would be required from the operating account.

*Mr. Schwartz moved to approve the resolution for the Board of Directors authorizing limits for payment of invoices. Mr. Spires seconded and the motion carried without dissent.*

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

Election Acclamation

*Ms. Ovalle moved to approve the resolution authorizing election by acclamation. Mr. Schwartz seconded and the motion carried without dissent.*

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

ANNOUNCEMENT

Regular Board Meeting – Monday, June 20, 2022 at 1:30 p.m. – via ZOOM

ADJOURNMENT

Having no further business, the meeting adjourned at 2:51 p.m.



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Anne Paone, Assistant Secretary  
Fourth Walnut Creek Mutual