

MINUTES
FOURTH WALNUT CREEK MUTUAL
MONDAY, NOVEMBER 15, 2021 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, November 15, 2021.

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; Rebecca Pollon, Landscape Manager; and Anne Paone, Administrative Secretary.

Ms. Brown welcomed 7 residents in attendance.

APPROVAL OF CONSENT CALENDAR

Mr. Schwartz moved to approve the consent calendar with the minutes listed as follows:

Minutes:	October 18, 2021: Regular Board Meeting
	October 26, 2021: Special Board Meeting
	October 13, 2021: Executive Session Meeting

Ms. Seldon seconded and the motion carried without dissent.

RESIDENTS' FORUM

Resident Forum was held. No questions or comments.

MANAGEMENT REPORT

Mr. Donner reported that everything is running smoothly. Ms. Cooper is working on disclosure booklets for mailing.

PRESIDENT'S REPORT

Ms. Brown reported the 2022 budget has been approved. The Presidents Forum included a discussion of the management agreement. It has not been resolved yet. There is a working group that consists of Treasurers from the Mutuals. The Board needs to discuss assigning late fees to delinquencies.

TECHNOLOGY REPORT

Mr. Brown reported they are looking at email communications.

Ms. Ovalle moved to have the Board approve sending a mailing to solicit email addresses. Mr. Schwartz seconded and the motion carried without dissent.

Ms. Ovalle moved to have the Board establish a Constant Contact account to handle emails. Mr. Schwartz seconded and the motion carried without dissent.

TASK FORCE ON PARKING

Ms. Brown moved to dissolve the Task Force on Parking. Ms. Ovalle seconded and the motion carried without dissent.

LANDSCAPE AND GROUNDS, FIRE CLEARANCE

Ms. Pollon reported they are renovating 2100 Skycrest. They have removed plant material. Landscaping received a lot of plants and will put some in tomorrow. There will be a pseudo butterfly garden. The back of the building will be addressed after Thanksgiving. There are not too many plants to be placed there. Entry 1 is almost done. They will complete plant replacement in locations that have been collected throughout the year.

Ms. Pollon expects to come in under budget for the year. Standardized landscape policies are still being discussed. The maintenance contract is up for renewal. Ms. Pollon has Terra, Gachina, and is waiting for BrightView to submit a contract.

BUILDING MAINTENANCE REPORT

Mr. West reported as follows:

ACTION ITEMS: Proposals for review or Approval

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.
(Presented to the Board for approval).

Ms. Brown moved to approve 1301 Skycrest – ATI - in the amount of \$28,402.77 for the putback. Mr. Schwartz seconded and the motion carried without dissent.

INFORMATION ITEMS: Work scheduled in progress or completed.

1. 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.
(Scheduled start date Nov. 15th With the Goal to complete 143 units by the end of the year for a cost of \$9,295.00 With the remainder schedule to be completed

in 2022).

2. Roofing Project - This project will include the 7 Buildings remaining with Tar and Gravel Roof buildings in 4th mutual. Included in the Proposals will be new DuroLast Material installed on the flat sections - of the roofs. Also new gutters and downspouts. And new tile to comp roofing if needed.
Building included are: # 1109 SC / 1301 SC / 1509 SC / 1902 SC / 1910 SC / 2101 SC / 2105 SC.
Frank Fiala Roofing was awarded total project at \$368,328.00.
2021 Phase I Roofing Project will complete Buildings #1301, #2105, and #1509.
For a Total cost of \$101,838.00.
(This Project is currently in progress).
3. Progress update on the Annual Sewer line drain preventive snaking – Includes using video camera in lines .
Five Star to complete 118 Drain lines Annual Cost \$25,200.00.
(Recent report shows that 84 Drain lines have been completed to date).
4. 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 1st. 2025. Contractor: FWC - Destructive testing and put back to be completed by others.
2021 Phase I Cost \$18,720.00
(Phase I Inspections were completed in August.
Currently waiting for report from FWC).
5. 2021 Phase II / 2022 Phase III / 2023 Phase IV - Dry Rot and Touch up 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 to date for 2021.
Building and Balcony Dry Rot has been discovered in several locations. (Phase II of this project is currently in progress. The final phase will be completed in 2023).
6. Interior Electrical Building and Unit panels inspections - Contractor: Sang Electric Sang has completed 85% 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 in 2021).

Ms. Ovalle moved to start dryer vent cleaning in 2021. Mr. Schwartz seconded and the motion carried without dissent.

ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE

Ms. Brown reported that from May - October, there were 13 applications completed with 22 processed and 18 permits issued.

COMMUNICATIONS

Mr. Brown reported under Technology.

POLICY COMMITTEE

Ms. Seldon reported the committee hopes to be done by the end of the year.

EMERGENCY PREPAREDNESS COMMITTEE

Chair is still vacant.

OFFICERS REPORTS

1. President: No report
2. Vice President: No report.
3. Treasurer: Mr. Ovalle reported the operating fund balance YTD is \$360,000 and the reserve fund balance was \$2,200,000.
Ms. Ovalle moved to certify compliance with #5500 for the September financials. Mr. Schwartz seconded and the motion carried without dissent.
4. Secretary: No report.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ANNOUNCEMENT

Regular Board Meeting – Monday, January 17, 2022 at 1:30 p.m. – via ZOOM

ADJOURNMENT

Having no further business, the meeting adjourned at 2:47 p.m.



Anne Paone, Assistant Secretary
Fourth Walnut Creek Mutual

***The Board of Directors met in executive session on October 13, 2021 at 1:00 p.m. to discuss the following:

1. Legal – Discussion on Solar
2. Member Matters – Various – Alterations without permits; Carport issues; Payment request

Having no further business, the executive session adjourned at 1:39 p.m.