

MINUTES
FOURTH WALNUT CREEK MUTUAL
MONDAY, SEPTEMBER 20, 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, September 20, 2021.

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

ABSENT: None

Representing Mutual Operations were Paul Donner, Director of Mutual Operations; Rick West, Building Maintenance Manager; and Anne Paone, Administrative Secretary. Rebecca Pollon, Landscape Manager was excused.

Ms. Brown welcomed 4 residents in attendance.

APPROVAL OF CONSENT CALENDAR

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

Minutes:	July 19, 2021: Regular Board Meeting
	July 19 and August 16, 2021: Executive Session Meeting
	August 5, 2021: Annual Meeting
	August 5, 2021: Organizational Meeting

Ms. Ovalle seconded and the motion carried without dissent.

RESIDENTS' FORUM

Resident Forum was held, but there were no comments or questions.

MANAGEMENT REPORT

Mr. Donner reported they are busy working on budgets. Insurance has been reallocated. They take into account the building type, when built, frame-wood or metal, etc. They add a 35% credit to any building that has sprinklers. Overall increases are about 25%. Some are up to 40%. GRF's increase is up because previously they were considered residential, but they are not.

PRESIDENT'S REPORT

Ms. Brown thanked E8 for getting information to GRF regarding BBQs.

TECHNOLOGY REPORT

Mr. Brown reported they are working on Solar and EV Charging/parking. The focus is on

EV Charging.

TASK FORCE ON PARKING

Currently, no task force is operating.

COMMUNITCATIONS

Mr. Brown reported that the newsletter is still on hold. Ms. Brown reported that one editor has quit. The committee could use another volunteer.

Mr. Brown reported there is nothing new with the website. Residents can go to the Meeting tab on the website and click to see the link.

POLICY COMMITTEE

Ms. Seldon reported the committee is almost done with the revisions to the policies. They will have the policies sent to the attorney for review by the end of November.

LANDSCAPE AND GROUNDS, FIRE CLEARANCE

Ms. Seldon moved to approve the projects for Skycrest, E1 in the amount of \$39,750. Ms. Ovalle seconded and the motion carried without dissent.

Ms. Seldon reported they will meet with E16 on Friday.

BUILDING MAINTENANCE REPORT

Mr. West reported as follows:

INFORMATION ITEMS: Work scheduled in progress or completed.

1. 2021 Roofing Project going out to Bid for 7 Buildings. This project will include the remaining 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.
(Project is scheduled to start September 13th).
2. New Solar LED Lights – for 11 entry signs. MOD cost for Material and Installation Labor
Estimate \$1,771.00
(Project has been Completed).
3. Progress update on the Annual Sewer line drain preventive snaking –

Includes using video camera in lines.

Annual Cost \$25,200.00.

(Project is in progress for 2021 - Five Star to complete 118 Drain lines).

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 & Phase III Dry Rot and Touch up Painting Project –
Contractor: MOD

This project will include repairs and paint to 18 Buildings and 12 Carports. MOD is currently working in 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. Phase II of this project is currently in progress. The final phase will be completed in 2022.

6. Interior Electrical Building and Unit panels inspections - Contractor: Sang Electric. Sang has completed 75% 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 will be completed in 2021.

Mr. West and the Board had a brief discussion about gutter guards. MOD is still looking into them. Mr. West reported that some Mutuels are changing out electrical panels. The cost is approximately \$12,000. This includes \$9,000 for the panel and the rest is to rebuild the utility closet because it needs to be larger to accommodate the panel. Some panels are starting to fail in other Mutuels.

Some Mutuels are doing dryer vent cleanings. Bay Area Flow and Welcome Services are 2 companies that clean vents. Some Mutuels are paying for the services. Some are announcing it, but not taking responsibility for the cleanings. Mr. West was asked to get a proposal for the Board to review.

ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE

Ms. Brown reported that from March-August, there were 24 applications with 17 in progress and 14 permits issued.

EMERGENCY PREPAREDNESS COMMITTEE

No report.

OFFICERS REPORTS

1. President: No report.
2. Vice President: No report.
3. Treasurer: Mr. Ovalle reported the operating fund balance for July was \$435,000 and the reserve fund balance was \$2,200,000. There are 2 past due accounts. Liens have been placed on both of these properties.
Mr. Schwartz moved to certify compliance with #5500. Ms. Seldon seconded and the motion carried without dissent.
Ms. Brown moved to approve the opening of a Sweep account for the operating cash balance. Mr. Schwartz seconded and the motion carried without dissent.
Ms. Ovalle explained that City National Bank manages the account, but it can go through other banks. The purpose is to make sure the Mutual's money is always protected by FDIC insurance.
4. Secretary: No report.

UNFINISHED BUSINESS

None

NEW BUSINESS

Evacuation Signs:

Mr. Schwartz moved to authorize GRF to install evacuation signs on Mutual property. Mr. Spires seconded and the motion carried without dissent.

ANNOUNCEMENT

Regular Board Meeting – Monday, October 18, 2021 at 1:30 p.m. – via ZOOM

ADJOURNMENT

Having no further business, the meeting adjourned at 2:56 p.m.



Anne Paone, Assistant Secretary
Fourth Walnut Creek Mutual

***The Board of Directors met in executive session on July 19, 2021 at 2:15 p.m. to discuss the following:

1. Legal – Request Denied
2. Member Matters – No decision

Having no further business, the executive session adjourned at 3:05 p.m.

***The Board of Directors met in executive session on August 16, 2021 at 10:00 a.m. to discuss the following:

1. Legal – Attorney sent letter to member
2. Contracts – No decision

Having no further business, the executive session adjourned at 11:32 a.m.