

MINUTES
FOURTH WALNUT CREEK MUTUAL
MONDAY, JANUARY 16, 2017 AT 1:30 P.M.
BOARD ROOM – GATEWAY

President Cardinal called to order a regular meeting of the Board of Directors of Fourth Walnut Creek Mutual at 1:30 p.m. on Monday, January 16, 2017 in the Board Room at Gateway complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: PRESENT:	Donald Cardinal	President
	Sara Seltzer	Vice President
	Mike Leinbach	Treasurer
	Nancy Partovi	Secretary
	Diane Buonaccorsi	Director

EXCUSED: None

Representing Mutual Operations were Rebecca Pollon, Landscape Manager; Rick West, Building Maintenance Manager; and Anne Paone, Administrative Secretary.

Mr. Cardinal welcomed eleven residents in attendance.

RESIDENTS' FORUM

The residents' forum was held. Issue of drainage and flooding at 2100 Skycrest was discussed. Mr. West will check it.

APPROVAL OF MINUTES

Mr. Leinbach moved to approve the Consent Calendar as presented. Ms. Buonaccorsi seconded and the motion passed without dissent.

(This included November 1, 2016 and November 21, 2016 executive session minutes. November 21, 2016 regular Board Meeting minutes and December 2, and 16, 2016 Special Board Meeting minutes.)

MANAGEMENT REPORT: Paul Donner

N.A.

PRESIDENT'S REPORT: Don Cardinal

Mr. Cardinal reported that at the Presidents' Forum a new access system was discussed. GRF is working on it with the legal department and Dennis Bell. GRF might charge lessees a \$1,500 fee for rentals. GRF will be placing solar panels on a few GRF buildings. If a sewer overflows, call the Contra Costa County Sanitary Department at 925-933-0990 or 925-933-0955.

LANDSCAPE AND GROUNDS, FIRE CLEARANCE:

Ms. Pollon reported the following:

LAWN MAINTENANCE: Mowing is occurring every 3-4 weeks and irrigation is OFF.
ENTRY MAINTENANCE: Entry crews are focusing on drain/v-ditch clearing during storms and before predicted storms and will begin rejuvenation pruning of large shrubs through winter.

TREE MAINTENANCE: Waraner Brothers Tree Service handles all work orders. There are no pending tree removal permits at this time. The Landscape Manager and Landscape Representative will walk with the arborist to identify any winter pruning needs.

LANDSCAPE REHAB: The MOD crew days will begin the last week of January. The Landscape Manager will arrange with the Landscape Representative to do a walk in coming weeks.

Landscaping will start by completing projects from last year before starting on 2017 projects.

BUILDING MAINTENANCE REPORT

Mr. West reported the following:

ACTION ITEMS: Proposal review and approval.

1. 2109 SC #2 – Replacement of dry rotted Beams under back balcony.
(Bid proposals presented to the board). Joe Matta proposal \$6,780
Mr. West will get 2 more bids. The Board gave Mr. Cardinal and Mr. Leinbach the authority to select a vendor when Mr. West has the proposals because the work cannot wait another month.
2. 1133 SC – 9 Under building pipe drain line leaks found. Davis Plumbing estimate \$3,001.00.
Mr. Leinbach moved to approve the action taken for repairs. Ms. Partovi seconded and the motion carried without dissent.
3. Full gutter cleaning-January proposals-\$7,500 All Clear, \$7,550 Perfect Painting
Mr. Cardinal moved to approve the proposal from All Clear in the amount of \$7,500 to clean the gutters. Ms. Partovi seconded and the motion carried without dissent.

INFORMATION ITEMS: Work in progress or completed.

1. 1605 SC / 1609 SC – Building Leveling – Floor survey and Core sampling completed.
GEC report sent to board for review. Waiting on structural engineers report. (work in progress).
2. 2128 TC – Building Re-leveling and drainage - Ned Clyde began underpinning and drainage project.
(work in progress).

3. 1509 & 1309 SC – Five Star to re attach insulation under buildings. (work in progress).
4. Entries 8 & 17 - Slow domestic water leaks. Davis Plumbing/ American Leak Detection (work in progress).
5. Entry 14 – Fire Sprinkler Line Leak. Davis Plumbing/ American Leak Detection (work in progress).
6. Rear balcony inspections by Jim Hogue. Estimate \$4,340.00 (completed).
7. 2116 TC #1 – 16' of new fence and new posts. (Five Star \$2,965). Completed.
8. 1901 SC #3 – Ceiling drywall damage caused by clogged gutter. Servpro conducted dry out.
AMAC for dry wall repairs. (completed).
9. 2128 TC #8 – Light switches and outlets not working/ Sang Electric rewiring / Five Star Drywall repairs.(completed). The junction box overheated and fried the wires. The box did not have a cover on it. The laundry room outlet for the dryer was fried. Sang replaced the outlet.

ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE:

Mr. Cardinal reported that YTD, there were 34 completions, 27 processed and 18 permits issued.

EMERGENCY PREPAREDNESS COMMITTEE

Sheila Gorsuch reported that EPO has a very good training program. EPO meetings are the first Monday of the month-Map Your Neighborhood. The Entry Coordinator Networking meeting is on March 6. The GRF Public Safety Manager, Dennis Bell will speak on April 3rd.

COMMUNICATIONS COMMITTEE

Ms. Buonaccorsi reported that the format of the Newsletter will be revamped.

Ms. Partovi reported that Carl Brown posted the slideshow of the December 2, 2016 meeting on the website.

POLICY COMMITTEE

Mr. Cardinal reported that the Board has sent the policies to the attorneys and is waiting for their input.

OFFICERS REPORTS

1. President's Report: None
2. Vice President: None
3. Treasurer: Mr. Leinbach reported YTD the Mutual is over budget by \$28,000. This is partly due to \$19,000 in Building Maintenance. YTD Reserve fund balance is \$720,000.
The Recall legal fees are \$6,000 and there will be a substantial increase after the Wednesday tabulation of ballots meeting. The legal expenses are \$25,000, which is \$5,000 over budget.
4. Secretary: No report.

UNFINISHED BUSINESS

Mr. Cardinal reported that trees are overgrown in many patio areas. The Board has the right to have the trees trimmed or removed. This is billable to the owner.

NEW BUSINESS

Every year the Mutual insurance is paid upfront in one payment. The money is accumulated each month via the coupon and paid back at the end of the year.

Mr. Leinbach moved to instruct the accounting department to borrow funds from the reserve account in the amount of \$35,000 to pay the Mutual insurance. It is to be paid back at the end of the year. Ms. Partovi seconded and the motion carried without dissent.

ANNOUNCEMENT

The next regular board meeting is scheduled for February 21, 2016 at 1:30 p.m. in the Board Room at Gateway.

ADJOURNMENT

Having no further business, the meeting adjourned at 2:20 p.m.

/s/ _____
Anne Paone, Assistant Secretary
Fourth Walnut Creek Mutual