

MINUTES
FOURTH WALNUT CREEK MUTUAL
MONDAY, OCTOBER 19, 2015 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, October 19, 2015 in the Board Room at Gateway complex, 1001 Golden Rain Road, Walnut Creek, California.

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

EXCUSED:	Pauline Kelzer	Director
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Representing Mutual Operations were Rich Perona, Landscape Manager; Rick West, Building Maintenance Manager; and Anne Paone, Administrative Secretary. Mr. Donner was on vacation.

Mr. Cardinal welcomed fifteen residents in attendance.

APPROVAL OF MINUTES

Mr. Leinbach moved to approve the minutes of the regular session Board meeting of September 21, 2015. Ms. Partovi seconded and the motion carried without dissent.

Ms. Partovi moved to approve the minutes of the executive session Board meeting of September 21, 2015. Mr. Leinbach seconded and the motion carried without dissent.

COMMITTEE CHAIRS

Mr. Cardinal called for a motion to approve appointments for committee chairs.

Mr. Leinbach moved to approve the following appointments: Landscape – Sara Seltzer, Building – Don Cardinal and Mike Leinbach, Architectural Control – Don Cardinal and Mike Leinbach, Emergency Preparedness – Steve Adza, Communications – Nancy Partovi and Policy – Nancy Partovi. Ms. Partovi seconded and the motion carried without dissent.

RESIDENTS' FORUM

Dave Boesch – Mr. Boesch reported that he came home about 3-4 weeks ago to find water running across the sidewalk in front of the house. He called Securitas and they contacted some people to come out. There was nothing they could do at that time. Since then it has been dug up, filled up with water, bailed out and dug up some more. It is covering the front of three units.

Rick West reported that the heat pump condensation line was running large volumes of water. The valve was replaced. They are waiting until tomorrow morning to see if that was

the only problem or if there were other causes. Mr. Cardinal asked Mr. West to report back to him on the status.

Bev Terlip – Ms. Terlip inquired about the status of the engineer's report and recommendations for repair work on the building at 2128 Tice Creek. She is concerned about the heavy rains that are expected this year and wants to be sure there is proper drainage.

Mr. West replied that Mr. Perona can look at the drainage and make sure that it is clear.

Mr. Cardinal wants the repair done correctly and doesn't want to rush the engineers.

Mr. West reported that they can place sand bags and plastic to keep it from getting too wet.

Mr. West will ask the engineers if there is something else that can be done if there are heavy rains.

Sheldon Schwartz – Mr. Schwartz reported there is a 1988 Chevy Impala in carport, 1906-8, entry 17, that has not been driven in 5 years. It is harboring mice and other vermin. They have invaded other vehicles. There have been some crimes that they believe have happened because of this vehicle. The vehicle is rotting away and is a health issue.

Mr. Cardinal reported that he spoke to the Walnut Creek Police Department and they said if it is on Mutual property in a carport they cannot do anything. The Mutual needs a legal opinion on the Mutual's responsibility and ability to act on this. Ms. Seltzer stated that she thinks the Board needs to do some research on the policies, etc. Mr. Perona will check to see if they can set rat traps.

Cathleen Lynch – Ms. Lynch inquired about whether benches can come back now that the mediation has been completed and settled regarding the entry 7 issue. Ms. Seltzer stated that they need to submit an application. This doesn't have anything to do with the mediation. She also inquired about the status of the Triangle Garden and was informed that It will be addressed after January 1, 2016.

Mr. Larrow, a homeowner, presented a letter about landscaping and drainage. Ms. Seltzer reported that he is on the list. She will get together with Mr. Perona to review.

ENTRY REPRESENTATIVE'S REPORTS

None

MANAGEMENT REPORT: Paul Donner

None

LANDSCAPE AND GROUNDS, FIRE CLEARANCE:

Mr. Perona reported the following:

LAWN MAINTENANCE: Lawns were fertilized with sulfur coated urea in mid-August. The next fertilization will be at the end of November. Mowing will be reduced to twice a month while the crew concentrates on leaf clean up.

Irrigation systems have been turned on for two days a week.

ENTRY MAINTENANCE: Entry crews are working on scheduled pruning, spot spraying weeds, debris cleanup.

TREE MAINTENANCE: Waraner Brothers Tree Service handles all work orders. Sara and Rich have discussed several trees for removal and pruning. I have an estimate for Sara to look over later this week.

LANDSCAPE REHAB: Several work orders are awaiting approval. Rich and Sara will discuss and prioritize later this week.

Mr. Perona made copied set of proposals for Ms. Seltzer, since the first set disappeared. The total is a little over \$4,000 and there is \$38,000 in the budget. They will review the proposals.

Mr. Perona has received tree removal permit from Walnut Creek and will discuss with Ms. Seltzer. It will be about \$8,300 for tree removals and there is only \$5,000 in the budget now. Some of these can be deferred to the first of the year.

Mr. Cardinal asked if the bark will affect drainage if El Nino comes.

Mr. Perona explained that they absorb a lot of water, especially the shredded bark, but it depends on the area. Crews are on site all day long to check the drains and v-ditches.

Ms. Seltzer reported that there was a lot of participation in the walk-thru. They are close to 100% on landscape representatives. Some entries still need attention. She will review this with Mr. Perona. They may do something to enhance the beautification of the entries.

Ms. Seltzer is waiting to hear from the insurance attorney on the matter of private gardens on common-use property.

BUILDING MAINTENANCE REPORT

Mr. West reported that there is a proposal from Sang Electric for 89 carport jelly jar LED lights.

Mr. Leinbach moved to approve the proposal from Sang Electric in the amount of \$11,129.90 for 89 jelly jar LED lights for the carports. Ms. Seltzer seconded and the motion carried without dissent.

Mr. West reported the following:

1. 2128 TC – Soil Engineer GEC completed Core drilling. Report sent to Bertolami Structural Engineering for scope to put out to bid. Cost YTD \$5,822.00
2. 1309 SC #6 –Resident reported Sewage smell. Air sample testing came back positive. AMAC in process of Insulating pipes, R&R drywall, clean up below subfloor and seal. Air sample testing to follow completion of work. Cost \$1,598.00. MOD will pursue asking the resident to submit an insurance claim.
3. Entry 10 new trash enclosure fence – Estimates Gauthier \$4,189.00 Five Star \$1,525.00.

A tree company caused the damage. Mr. West reported that it would be great if they can get a witness to put something in writing.

Follow- up:

1. 1441 #2 SC – Root removal and removal of back patio slab, downspout connection to underground and new fence Completed by Five Star. Cost \$ 7,654.00
2. 2015 Roofing Project – DuraLast Roof B/U 1413 SC, 1833 SC. Completed by Sorenson Roofing 9/25/15. Total Cost YTD \$94,209.00
3. 1149 SC #4 – Five Star completed additional requested items. Cost \$2,750.00.
4. 1909 SC #12 Davis Plumbing repaired two broken ABS pipes in wall leaking into storage closet. Five Star completed drywall repairs. Waiting for final invoicing.

Mr. Cardinal advised a resident that the storage cabinets in question were issued a permit and they are legal. When the current owner dies or sells, they will be removed.

Mr. Cardinal reported that YTD 31 units have sold and the YTD median price is \$406,000.

ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE:

No report available.

EMERGENCY PREPAREDNESS COMMITTEE

Mr. Adza reported that on September 26, there was a Safety Fair with about 300 people in attendance. The entry coordinators had their monthly meeting on October 5.

Dennis Bell and Justin Stebbins will attend the November meeting to discuss the responsibilities of GRF and Securitas in response to a disaster. CERT class is in session.

On August 29, there was a city-wide exercise to see how much interference happens when transmitting on their radios. This went very well. There were 93 participants from Rossmoor. The next CERT meeting is on October 20 and will give an overview on the city's response to an emergency.

Drainage – 30-40% of drains are full. Work orders will be sent in this week. He will get a list to Mr. Perona for problem drain areas. Entry 1, building 1149 Skycrest, had a biohazard bag on the ground behind the gate. It was full. He called Paul Donner, Dennis Bell and Pauline Kelzer. He would like to know the proper protocol for when hazardous waste is found. He would like the Board to consider replacing batteries in solar lights. The Board is looking into it.

COMMUNICATIONS COMMITTEE

Ms. Partovi reported the fall newsletter is being worked on.

POLICY COMMITTEE

Ms. Partovi reported that there was a policy meeting with 4 Board members able to attend. They are reviewing the policies and looking at policies of other Mutuals, along with any new laws.

OFFICERS REPORTS

1. President's Report: Mr. Cardinal reported that the Presidents' meeting addressed PODS. Mr. Cardinal stated that the resident needs to get at least one Board member's approval to leave a POD on site. They can have it on site for 3 days. The Mutual needs to know when it will come in and when it will go out. The gym and pools were discussed. They were thinking of having a guest policy. There have been some complaints from residents that there is no room for them because there are too many guests. Nothing was decided. It was a quick meeting.
Budget: Mr. Cardinal reported on the budget for 2016. There will be an increase of \$25.00. This will increase the reserve account. The buildings are getting older and the Mutual needs to keep the reserves funded to take care of them. He doesn't want there to be any special assessments. The monthly coupon will be at \$595 per unit per month for 2016.

Mr. Leinbach moved to approve the 2016 budget as presented with a \$25 increase for a total of \$595 per month per unit. Ms. Seltzer seconded and the motion carried without dissent.

2. Vice President: None
3. Treasurer: Mr. Leinbach reported September financials showed that the Mutual was over budget by \$18,000. YTD, the Mutual is over budget by \$13,000. Roofing and legal fees contributed to this overage. The Mutual is still well funded.
4. Secretary: No report.

Mr. West reported that they are doing spot checks on gutters and downspouts. A full cleaning will be done in January and can be moved up if need be.

UNFINISHED BUSINESS

None

NEW BUSINESS

Ms. Seltzer would like the Board to discuss what can be done for units that are vacant and have overgrowth in landscaping on their patios, etc.

Mr. Cardinal thinks this should be addressed in the policies.

Ms. Seltzer also wanted the Board to consider the liability to the Mutual for any injury a resident might experience as a result of gardening if they are working on common-use areas that they attained by submitting an alteration application.

ANNOUNCEMENT

The next regular board meeting is scheduled for November 16, 2015 at 1:30 p.m. in the Board Room at Gateway.

ADJOURNMENT

Having no further business, the meeting adjourned at 2:50 p.m.

/s/

Nancy Partovi, Secretary
Fourth Walnut Creek Mutual