

MINUTES  
FOURTH WALNUT CREEK MUTUAL  
MONDAY, OCTOBER 20, 2014 AT 1:30 P.M.  
BOARD ROOM – GATEWAY

President Kelzer called to order a regular meeting of the Board of Directors of Fourth Walnut Creek Mutual at 1:30 p.m. on Monday, October 20, 2014 in the Board Room at Gateway complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: PRESENT:	Pauline Kelzer	President
	Sheila Peverill	Vice President
	Donald Cardinal	Treasurer
	Sara Seltzer	Secretary

EXCUSED: None

Representing Mutual Operations were Paul Donner, Director of Mutual Operations; Rick West, Building Maintenance Manager; Rich Perona, Landscape Manager; and Anne Paone, Administrative Secretary.

Ms. Kelzer welcomed fourteen residents in attendance.

APPROVAL OF MINUTES

Ms. Peverill moved to approve the minutes of the regular session Board meeting of September 15, 2014. Mr. Cardinal seconded and the motion carried without dissent.

Ms. Seltzer moved to approve the executive minutes of July 21, 2014. Ms. Peverill seconded and the motion carried without dissent.

RESIDENTS' FORUM

Nancy Partovi, Skycrest - Entry 1, Ms. Partovi thanked the Mutual for the landscape renovations done this year in entry 1.

Ken Ferrell, Skycrest – Entry 17, Mr. Ferrell asked the Board for the status regarding his claim of a faulty inspection by MOD. Ms. Kelzer stated that the Board will consult with management and someone will get back to him.

Carl Brown, Skycrest – Entry 16, Mr. Brown reported that he would like some boulders placed in a manner that would close off the area between the picnic area and the 2100 backyard area. This would remind people that this is a backyard area. The Board gave this to the landscape chair to review.

Betty Klein, Skycrest – Entry 15, Ms. Klein stated that the landscaping in her backyard area has never been worked on and she would like someone to do something. Whatever is decided, she doesn't like Irises because they only bloom once each year. Ms. Kelzer reported that it is under construction for landscaping and might be addressed in this meeting.

LANDSCAPE AND GROUNDS, FIRE CLEARANCE:

Ms. Seltzer reported that there have been updates made to some of the contracts. They are contracts #5, #10 and some minor changes to some.

Ms. Seltzer motioned that the Board approve the proposals with a NTE amount of \$16,000 for the 10 proposals with adjustments. Mr. Cardinal seconded and the motion carried without dissent.

Ms. Kelzer reported that there is a root under a carport and it will be taken care of as a work order.

Ms. Peverill discussed standing water in Entry 7 and Entry 3. She said any standing water containers need to be removed. There was discussion with the Board and Mr. Perona. Ms. Kelzer clarified with Ms. Peverill that she is concerned with Entries 7 down to Entry 1.

Mr. Cardinal motioned that the policies be checked regarding birdbaths; Mr. Perona should go out and make sure that the common area conforms to the policies, if not, he will notify the owners and then report back to the Board. Ms. Seltzer seconded and the motion carried without dissent.

Mr. Perona reported that there will be no plantings at this time, so he had his crew use their time to go through the irrigation system and replace any broken sprinkler heads. They checked for leaks and breaks. They also adjusted the sprinkler heads. They did a thorough check of the irrigation system.

LAWN MAINTENANCE: Lawns will be fertilized with Turf Supreme in early November. Irrigation is watering twice a week.

ENTRY MAINTENANCE: Entry crews are working on monthly schedules. Pruning shrubs and ground covers, spot spraying weeds, etc. Now that Tree Sculpture has established a monthly schedule, routine maintenance has greatly improved.

TREE MAINTENANCE: Waraner Brothers Tree Service handles all work orders.

LANDSCAPE REHAB: The MOD rehab crew recently spent 15 days thoroughly going thru the Mutuals entire irrigation system in detail, repairing and replacing malfunctioning sprinkler heads, making adjustments, repairing lateral line breaks.

Ms. Seltzer commented that there is a need for volunteers on the committee to represent entries. She reminded everyone they may email her with any landscaping issues.

Ms. Kelzer thanked Mr. Perona for all of the work he does for the Mutual.

Ms. Peverill also thanked Mr. Perona because the landscaping looks really good.

#### BUILDING MAINTENANCE REPORT – Rick West

Mr. West reported the following:

1. Entry 10 project 21 carpentry rehab work – Almost completed now that the board approved the additional \$11,000 to complete the project.

Mr. Cardinal motioned to approve \$11,380 to complete the Entry 10, 21 carpentry rehab project. Ms. Peverill seconded and the motion carried without dissent.

2. 1941 Skycrest #8, Entry 15-G1 closet – Five Star scheduled for removal of asphalt and removal of tree root. This work needs to be performed so that the door can swing open.

Mr. Cardinal motioned to approve \$1,175 for 1941 Skycrest #8, Entry 15 removal of asphalt and removal of the tree root.

Mr. Cardinal moved that the work orders be approved as previously stated, and include \$1,500 for 1201 Skycrest #3 and #4-removal of tree roots into the sidewalk and payment of the invoice to ProTerra in the amount of \$445 for asbestos testing in Entry 1. Ms. Peverill seconded and the motion carried without dissent.

3. 1101 Skycrest - Hot water pipe reroute – Eisen Environmental and Stoddard Plumbing scheduled to work together on rerouting hot water pipe for one angle stop due to under slab leak. Mr. West is waiting for an estimate.

Follow- up:

1. 2589 Pine Knoll roof shingles slipping – material is on order and should arrive on 10/21. Mr. Cardinal would like the roof checked on his building as he continues to see shingles falling off. Mr. West said he can check it tomorrow. Mr. West suggested that preventative maintenance would be something the Board should consider.

2. 2120 Tice Creek - Gas shut off valve – MOD is scheduled to cut a hole in utility closet for easier access to valve.
3. 1309 Skycrest #8 - Pest control inspected building and was not able to locate any bees at this time.

Mr. Cardinal reported that he signed over \$5,000 for proposals involving root intrusion and concrete repairs on sidewalks. The trees are getting older and causing issues. Mr. Cardinal has asked the membership to report any root intrusions or broken concrete to MOD.

Ms. Kelzer commented that there might be a root control program put in place. She will be asking other Mutuals what they do about this problem.

Ms. Seltzer reminded everyone that root intrusion should be a consideration when selecting trees.

Mr. Donner reported that GRF does a periodic walk-through for root intrusions on their property. He reminded the Board that it comes down to a budget item.

Ms. Kelzer asked everyone to think about how the Mutual might approach root control. Ms. Seltzer and Mr. Cardinal will work together for a solution and will report at the next Board meeting.

Ms. Peverill asked Mr. West when the gutters will be cleaned. Mr. West reported that they will start next week.

#### ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE:

Mr. Cardinal reported that there are 22 alterations in progress and 15 have been completed.

Ms. Kelzer reminded everyone that when they are changing out windows, the new frames should match the frames of windows that other residents have already installed.

#### EMERGENCY PREPAREDNESS COMMITTEE

Ms. Peverill reported the next meeting is on November 3<sup>rd</sup> at Creekside. They will discuss emergency drills within Rossmoor.

Mr. Adza reported the Fourth Walnut Creek Mutual has a very high participation rate for emergency preparedness. Entry 13 has acquired additional batteries for their radios. On October 17<sup>th</sup>, there was an extensive training for a number of the radio operators.

#### COMMUNICATIONS COMMITTEE

Ms. Kelzer reported that some people have expressed an interest in working with her on this committee. Some people have asked that the name of the newsletter be changed from Go Fourth to Spirit of Fourth. Go Fourth was a good name when the Mutual was disengaging from Third Mutual.

### POLICY COMMITTEE

No report.

### FISCAL COMMITTEE – Pauline Kelzer

Ms. Kelzer reported that she has received a draft of the new budget. There was some discussion of the budget. There will be a contribution of \$5.71 per manor per month to reserves. The coupon will be increased to \$570.00 for 2015.

Mr. Cardinal reminded the membership that while the Board would like to keep the coupon down, the Mutual needs to keep up with expenses.

Mr. Cardinal motioned to approve the draft budget for 2015 as presented with the increase of the coupon to \$570.00. Ms. Seltzer seconded and the motion carried without dissent.

Ms. Kelzer reported that she has received the draft reserve study report.

### OFFICERS REPORTS

1. President's Report: Ms. Kelzer reported that she attended the Presidents' Forum on September 28<sup>th</sup>. They will discuss parking at the meeting. It is a discussion group. They do not make any decisions. They thanked GRF staff and other participants for the 50<sup>th</sup> Anniversary Celebration. The trust agreement will be revisited. Ms. Kelzer reported that she receives crime reports from Securitas. Entry 9 had a golf cart stolen. Entry A had a theft with a loss valued at \$8,000, due to a break-in. There was no forced entry. Remember to lock your doors when leaving your home. Don't keep items visible.
2. Vice President: None
3. Treasurer: Mr. Cardinal reported that the Mutual is financially sound. The Mutual is on track with the budget. Delinquencies total \$6,982 over 90 days. \$6,800 of it is in collections. The auditors will recommend what amounts should be written off for the Mutual.
4. Secretary: None

### UNFINISHED BUSINESS

None

### NEW BUSINESS

Adoption of 2015 budget – approved during the fiscal report.

Ms. Seltzer would like to add the issue of encroachment to the agenda. The Board needs to help the membership understand the concept of encroachment as it compasses many areas.

Ms. Kelzer suggested it be placed under Architectural Control Committee.

#### ANNOUNCEMENT

The next regular board meeting is scheduled for November 17, 2014 at 1:30 p.m. in the Board Room at Gateway.

#### ADJOURNMENT

Having no further business, the meeting adjourned at 3:00 p.m.

/s/

---

Sara Seltzer, Secretary  
Fourth Walnut Creek Mutual