

MINUTES
FOURTH WALNUT CREEK MUTUAL
MONDAY, NOVEMBER 16, 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, November 16, 2015 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
	Pauline Kelzer	Director

EXCUSED: Pauline Kelzer, Director, left meeting at 2:30 p.m.

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

Mr. Cardinal welcomed nineteen residents in attendance.

APPROVAL OF MINUTES

Ms. Seltzer moved to approve the minutes of the regular session Board meeting of October 19, 2015. Ms. Kelzer seconded and the motion carried without dissent.

Mr. Leinbach moved to approve the minutes of the executive session Board meeting of October 19, 2015. Ms. Seltzer seconded and the motion carried without dissent.

Ms. Seltzer moved to approve the minutes of the Board policy meeting of October 15, 2015. Mr. Leinbach seconded and the motion carried without dissent.

Mr. Leinbach moved to approve the minutes of the Board policy meeting of November 5, 2015. Ms. Seltzer seconded and the motion carried without dissent.

RESIDENTS' FORUM

Isabel Leonard – Ms. Leonard is the entry coordinator. She submitted a request for the Board's approval to use the common area between entries 3 and 7 for placement of outdoor furniture. The purpose was to provide a central gathering place for emergency preparedness drills and for actual emergencies. The Board will address this request later in the agenda.

Lynne Ashdown Root – Ms. Root would also like the Board to approve Ms. Leonard's request.

Ron Wehrenberg – Mr. Wehrenberg asked if there could be a recycle and garbage study done. He wanted to have a larger recycle bin and 3 large garbage bins. The Board reported that they will not do a study, but they will address each entry as those entries come forward. Mr. Donner advised him to call MaryAnn Gannon-McCooey to see if they would fit. She is the liaison with Republic Services.

Lynn Larrow – Mr. Larrow wanted to know the status of the landscape drainage project around his condo. Ms. Seltzer reported that it will be voted on later in the meeting.

Louise Enderlin – Ms. Enderlin asked the Board what they are doing about the problems in her unit. She believes there is dangerous mold. Mr. Cardinal reported that 2 independent studies were done. The City of Walnut Creek had sent an inspector. He did not find any dangerous mold. Mr. Cardinal has asked for a company to go to her unit and thoroughly sanitize it. Mr. Donner reported that the Mutual has a fiduciary duty. The Board has fulfilled that duty and there is nothing else for them to do.

Mr. West reported that leak detection was done in the walls and nothing was found.

Ms. Kelzer asked if Ms. Enderlin had purchased the unit “as is” at a discounted price. Ms. Enderlin replied that she did not.

John Wagner – Mr. Wagner wanted to discuss the vehicle in the carport in entry 17. Mr. Cardinal read a statement as follows: Please be advised that the Board met with legal counsel to review the concerns expressed by residents about the vehicle that is located in the carport for 2109 Skycrest Dr. #3. The residents of Entries 16 and 17 can expect a written report on the Board’s findings by the middle of next week.

Mr. Wagner was not happy with this statement and felt that action should be taken immediately to remove the vehicle.

Ms. Seltzer stated that the Board is following the attorney’s advice and they cannot legally do anything further.

The Walnut Creek police department said the police department cannot remove the vehicle.

Mr. Wagner was advised that the Board has been in communication with the power-of-attorney for this unit.

Mr. Leinbach reported that the Board is waiting for information from legal counsel and will inform him once that is received.

Ms. Kelzer asked Mr. Donner if the vehicle can be towed to GRF storage. Mr. Donner replied no, that is not possible.

ENTRY REPRESENTATIVE’S REPORTS

None

MANAGEMENT REPORT: Paul Donner

None

PRESIDENT’S REPORT: Don Cardinal

Mr. Cardinal reported that he was unavailable to attend the Presidents’ Forum so Mr. Leinbach attended in his place.

Mr. Leinbach reported that the solar power project is going up per GRF. Electric Vehicle Charging was discussed. FWCM and Mutual 59 have policies for this. A separate outlet is needed. Barbara El-Baroudi is now the Vice President and Treasurer of SWCM, so Barbara Blum will now be the moderator for the Presidents’ Forum.

LANDSCAPE AND GROUNDS, FIRE CLEARANCE:

Mr. Perona reported the following:

LAWN MAINTENANCE: Mowing will be reduced to twice a month or as needed as dictated by the weather. The crews will concentrate on leaf clean up.

Irrigation systems will water as necessary.

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

TREE MAINTENANCE: Waraner Brothers Tree Service handles all work orders. Several trees were approved for removal: eight Liquidambar at Skycrest entry 13; one Ginkgo at Skycrest entry 8; one Pine tree at Skycrest entry 3 and one Zelkova at Skycrest entry 10. Other trees are dying because of the drought. Mr. Perona will apply for permits for removal next year.

LANDSCAPE REHAB: Several work orders were approved and are in the process of being worked on throughout the mutual.

Two drain proposals need approval: 1441 #2 Skycrest entry 8 for \$3,375.00;
2105 Skycrest entry 17 for \$7090.00

Ms. Seltzer moved to approve the proposal from Tree Sculpture in the amount of \$3,375 for 1441 Skycrest #2 for the installation of 2 new catch basins. Mr. Leinbach seconded and the motion carried without dissent.

Ms. Seltzer moved to approve the proposal from Tree Sculpture in the amount of \$7,090 for 2105 Skycrest , entry 17 for drainage on the side of the building, regrading away from building, installation of catch basins and wall and install lodi rock between the retaining wall and the manor. Mr. Leinbach seconded and the motion carried without dissent.

Mr. Donner reported that there will not be a sandbag station for residents, but crews will be on call on site.

Mr. Perona advised residents to call MOD and after hours they should call Securitas.

Ms. Seltzer reported that the beautification of the corner of Skycrest and Golden Rain is not a priority, but it is on the radar.

BUILDING MAINTENANCE REPORT

Mr. West reported the following:

1. Carport LED Jelly Jar Lights - On order, Sang Electric to begin install after shipment arrives.
2. Entry 10 new trash enclosure fence – Mutual to split cost with Waraner -Five Star scheduled to start work. Total Cost \$1,525.00.
 - Mutual to pay half of the cost.
3. 1833 SC #3 – ServPro scheduled to conduct disinfectant cleaning. Cost \$500.00.
4. 1645 SC #12 –New pop-up needed, due to frequent backed up sewer line. Davis Plumbing est. \$1,580.42 (presented to the Board). Need to tear up slab to reroute pipes.
 - Already signed by Don Cardinal
5. 1413 SC #2 – Back patio slab heaving and affecting slider threshold. (Estimates presented to the Board).

Ms. Seltzer moved to approve the proposal from AMAC in the amount of \$5,590 to repair the patio, remove the tree and re-adjust the window. Mr. Leinbach seconded and the motion carried without dissent.

Follow- up:

1. 2128 TC – Soil Engineer GEC completed Core drilling. Still waiting for Bertolami Structural Engineering to send scope to put out to bid.
2. 1309 SC #6 – passed Air sample testing. AMAC Insulated pipes, replaced drywall, cleaned up below subfloor and sealed. (work completed). Cost \$1,598.00.
3. 1149 SC #4 – Five Star sent estimates for additional work requested (presented to the Board).
4. 2144 TC #1 – Emergency response to exterior flooding. Found defective pressure valve on heat pump. Working with resident on Mutual reimbursement. Cost \$901.00.
 - This is a resident issue.

Ms. Seltzer thanked Mr. West for all of his hard work throughout this past year.

ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE:

Mr. Cardinal reported that YTD, there were 40 completions and 39 permits issued.

EMERGENCY PREPAREDNESS COMMITTEE

The Board discussed the request by Isabel Leonard to place benches in the common area for use with emergency preparedness. After this discussion, the Board agreed that there could be liability issues. Ms. Partovi reported that the Board is looking at the policies. The decision was to deny Ms. Leonard's request. Few people use the benches, but many will bear the liability.

Mr. Adza reported that on November 2, two speakers, Dennis Bell and Justin Stebbins, addressed rumors regarding what GRF and Securitas will do in an emergency.

A PG&E seminar will take place on December 1 from 10-12 p.m. in the Fairway Room at Creekside. The topic will be the handling of gas and electric hazards.

On December 8, there will be flood response training for CERT members. There has been no change in the number of radio operators.

Five entries have black corrugated piping underground. Mr. Adza recommends this be changed to the current piping standards.

Mr. Adza reported a heat pump in the storm drain swale at entry 7 building 1309 Skycrest. Ms. Seltzer will get together with Mr. Perona and Mr. Adza to discuss some of these issues. There are drains needed at the entry 8 laundry room because there is standing water.

COMMUNICATIONS COMMITTEE

Mr. Cardinal commended Ms. Partovi on the Go Fourth newsletter. Ms. Partovi stated that Ms. Buonaccorsi did most of the work and even personally purchased a program to use for

the newsletter. The Board agreed to reimburse Ms. Buonaccorsi for the money spent to obtain the program.

No report on the website.

POLICY COMMITTEE

Mr. Cardinal reported that Ms. Partovi had done a lot of work on the policies. The Board has already met 3 times to review them. He thanked her for her efforts.

OFFICERS REPORTS

1. President's Report: None
2. Vice President: None
3. Treasurer: Mr. Leinbach reported October financials showed an excess of revenues over expenses of \$12,000 in the operating fund. The YTD total for operating and reserves is \$17,000 under budget.
4. Secretary: No report.

UNFINISHED BUSINESS

The Board agreed to reimburse Judy Ross at 1501 Skycrest Dr., #4 for her heater purchase and installation in the amount of \$829.32.

Mr. Leinbach moved to reimburse Judy Ross in the amount of \$829.32 for her water heater purchase and installation. Ms. Seltzer seconded and the motion carried without dissent.

NEW BUSINESS

The Board discussed Mary Wright's (1910 Skycrest) letter requesting that handrails be installed for the outside stairway. Mr. Donner advised the Board that these are controlled by the City of Walnut Creek. It was decided that she should put a request into the Alterations Department. The handrails and installation would be at her cost.

ANNOUNCEMENT

The next regular board meeting is scheduled for January 18, 2016 at 1:30 p.m. in the Board Room at Gateway.

ADJOURNMENT

Having no further business, the meeting adjourned at 2:55 p.m.

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