

MINUTES
FOURTH WALNUT CREEK MUTUAL
MONDAY, FEBRUARY 16, 2016 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, February 16, 2016 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
	Pauline Kelzer	Director

EXCUSED: Sara Seltzer, Vice President

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 eight residents in attendance.

APPROVAL OF MINUTES

Mr. Leinbach moved to approve the minutes of the regular session Board meeting of January 18, 2016. Ms. Partovi seconded and the motion carried without dissent.

Mr. Leinbach moved to approve the minutes of the executive session Board meeting of January 18, 2016. Ms. Partovi seconded and the motion carried without dissent.

Mr. Leinbach moved to approve the minutes of the regular session Board meeting of January 21, 2016. Ms. Partovi seconded and the motion carried without dissent.

Ms. Partovi moved to approve the minutes of the regular session Board meeting of February 4, 2016. Mr. Leinbach seconded and the motion carried without dissent.

RESIDENTS' FORUM

Isabel Leonard – Ms. Leonard asked if any plant within eighteen inches of the building will be removed. Mr. Cardinal said he will consult with Ms. Seltzer and Mr. Perona. Ms. Leonard asked about personal property. She sees property all over the Mutual, such as benches. Mr. Cardinal responded that much of them are approved and are decorative.

Ms. Leonard wants her application renewed where she asked to have benches and a table with an umbrella. She bases this on the fact that there are benches and other personal property everywhere else in the Mutual. She is also concerned that many people cannot sit on the ground, especially if there is an emergency.

Linda Sterling – Ms. Sterling wanted to know how to get things done faster and better. She wanted to know who is responsible for what. Mr. Donner advised her to check the Mutual's policies. She could also place a service request with the work order desk and they can tell her who is responsible for the work. The assistant secretary will send her a copy of responsibilities.

ENTRY REPRESENTATIVE'S REPORTS

None

MANAGEMENT REPORT: Paul Donner

Mr. Donner reported that Mutual Operations has a year-end surplus of \$144,000. There is a recommendation to refund the money to the Mutuals on a per manor basis. The Mutual will have a line item listed as revenue. Mr. Donner reported that the Legal Review is tentatively scheduled for March 23rd. The date may change and he is looking at other options. The seminar is to brief Boards on legal issues and any changes in the Davis-Stirling Act.

PRESIDENT'S REPORT: Don Cardinal

Mr. Cardinal reported that PG&E left some items around when they were doing line work. They will continue to do cleanup.

There was a problem with financing with FHA and HUD. There is a bill, R3700, which will make it easier to get financing. The bill is in Congress right now.

Air B&B has been talking to some of the Mutuals.

Golf cart registration is still being discussed. Registration would be for all of the Mutuals.

Smoke alarms are now available that will last for 10 years. The President of the Forum is checking to see if they can get a lower price for a large order. The City of Walnut Creek code says that if a project is over \$1,000, a new smoke detector with the 10-year battery life must be installed.

Mr. Donner suggested that the Mutual could buy in bulk and install the detectors or the Mutual could let them phase out on their own and can change them when they sell the home. They could also consider letting owners do it as an alteration.

Mr. Donner reminded the membership that skateboarding is not allowed in Rossmoor. Residents need to remind visitors, especially grandkids.

The Presidents' Forum discussion included solar panels and the cost of purchasing or leasing them.

Mr. Donner reported that GRF will have a solar field on the hill by MOD that will feed all of the Clubhouses.

Mr. Cardinal reported that it can cost as much as \$15,000 to install an electric vehicle charging station.

The good news is that insurance rates have been reduced.

LANDSCAPE AND GROUNDS, FIRE CLEARANCE:

Mr. Perona reported the following:

LAWN MAINTENANCE: Mowing will continue as needed. Lawns are scheduled to be fertilized at the end of February or early March.

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

TREE MAINTENANCE: Waraner Brothers Tree Service handles all work orders. Sara and Rich are scheduled to walk with Ed Waraner in early March to plan spring tree pruning.

LANDSCAPE REHAB: Sara, Rich and the landscape representatives walked the Mutual to plan out landscape projects for the year.

A plan will be presented to the Board at the March meeting.

A resident asked if all plantings that are closer than eighteen inches from a building will be removed.

Mr. Cardinal commented that the Board will address requests regarding landscaping that is closer than the recommended eighteen inches from the building on an individual basis.

BUILDING MAINTENANCE REPORT

Mr. West reported the following:

ACTION ITEMS: Proposal review and approval.

1. 1817 SC #5 – Roof Leak around drain caused damage to master bedroom ceiling. ServPro completed Mold Remediation. Five Star Estimate \$6,200.00. Included drywall repair and new heat pump. (Presented to the board for approval).

Ms. Kelzer moved to approve the proposal from Five Star in the amount of \$6,200 for drywall repair and new heat pump. Mr. Leinbach seconded and the motion carried without dissent.

2. 2016 Roofing Project - Out to bid. Building #2116 TC. and 8 carports at Entries 7, 7A, 8 and 9. Budget \$107,000. (Proposals presented to the board for approval). Sorenson Roofing-\$69,050, Ben's Roofing-\$81,016, All Seasons Roofing-\$76,720.

Mr. Leinbach moved to approve the proposal from Sorenson Roofing in the amount of \$69,050. Ms. Partovi seconded and the motion carried without dissent.

3. 2120 TC #1 Sewer back up. Tree roots cleared from drain. Clean up conducted by ServPro. Est for new Lino AMAC est. \$799.00 and estimate for new pop – up overflow protection device. (Presented to the board for approval).

Ms. Kelzer moved to approve the estimate from AMAC in the amount of \$799 to install linoleum in the bathroom. Mr. Leinbach seconded and the motion carried without dissent.

4. Entry 7 new hand railing – From street to upper walkway. Eagle Iron est. \$1,680.00 (Presented to the board for approval).

Ms. Partovi moved to approve the estimate from Eagle Iron in the amount of \$1,680 to fabricate and install a handrail from the street to the upper walk. Mr. Leinbach seconded and the motion carried without dissent.

Mr. West reported that the roofing bids are based on Helsing's inspections.

INFORMATION ITEMS: Work in progress or completed.

1. 145 new Carport LED Jelly Jar Lights. – Sang Electric's Total Cost \$16,005.00 @ \$110 each. (Sang has completed 106 and is scheduled to install the last 39 lights). All Completed.
2. 1902 SC #2 - #1 Leaking into #2 Cause bad toilet wax ring. Venders - ServPro & Five Star.
(Insurance claim, Complete).
3. 2128 TC – Waiting for Bertolami Structural Engineering to send scope to put out to bid. ***Get a second opinion on soils engineer report and analyze report. Review first report. Should look at drainage issues.
4. Entry 10 trash enclosure gate repair. – (Completed).
5. 1149 SC #4 - Five Star Estimate \$2,730.00 for additional work requested. (Deferred to Feb Mtg.). ***Defer until March meeting.
6. 1957 SC #1 Ceiling crack with displacement. Five Star cost \$1,690
7. 2128 #2 – Drywall repair and shower stall replacement due to in the wall drain leak. Cost \$1,565.00 (Completed).

ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE:

Mr. Cardinal reported that YTD, there were 43 completions, 38 processed and 28 permits issued.

EMERGENCY PREPAREDNESS COMMITTEE

No Report

COMMUNICATIONS COMMITTEE

Ms. Partovi reported that there will probably not be a winter edition of the newsletter. The next one should be the spring edition in March or April.

POLICY COMMITTEE

Ms. Partovi reported that the Board had reviewed and agreed on about 90% of the updates for the policies. The policies will go to the attorney for review and then be sent out to residents for a 30-day comment period.

Mr. Cardinal commented that the Board has put in many hours working on the policies.

OFFICERS REPORTS

1. President's Report: None
2. Vice President: None
3. Treasurer: Mr. Leinbach reported that Tess Haskett advised him that the January financials will be out later this afternoon. Mr. Donner had a copy and reported that the January financials show \$33,344 in the operating fund and \$942,350 in the

reserves fund. The Mutual is under budget by \$1,400. Building maintenance is \$16,000 over budget due to gutter cleaning and maintenance. Utilities is under budget by \$14,111. Insurance is under budget by \$705 and will be under budget for the rest of the year.

4. Secretary: No report.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ANNOUNCEMENT

Mr. Cardinal announced that it it's okay to have wine at the annual meeting and there is no need for insurance.

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

ADJOURNMENT

Having no further business, the meeting adjourned at 2:40 p.m.

/s/ _____
Nancy Partovi, Secretary
Fourth Walnut Creek Mutual