

MINUTES
FOURTH WALNUT CREEK MUTUAL
MONDAY, MARCH 16, 2015 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, March 16, 2015 in the Board Room at Gateway complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: PRESENT:	Pauline Kelzer	President
	Donald Cardinal	Vice President/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 called for a motion to appoint Board members to fill the Board vacancies.

Mr. Cardinal motioned to appoint Mike Leinbach and Nancy Partovi to fill the two vacancies on the Board. Ms. Seltzer seconded and the motion carried without dissent.

Ms. Kelzer welcomed nineteen residents in attendance.

APPROVAL OF MINUTES

Ms. Seltzer moved to approve the minutes of the regular session Board meeting of February 17, 2015. Mr. Cardinal seconded and the motion carried without dissent.

Ms. Seltzer moved to approve the minutes of the executive session Board meeting of February 17, 2015. Mr. Cardinal seconded and the motion carried without dissent.

RESIDENTS' FORUM

Kathy Cardinal - Ms. Cardinal thanked Mr. Perona for trimming the trees.

Judy Becker – Ms. Becker reported that she would like wood chips and new plants. A Plum tree fell over and she would like it replaced. She would also like to have azaleas in the wood chips in the front.

Isabelle Leonard – Ms. Leonard thinks there are communication issues. She would like a searchable PDF for the documents on the website. She reported that it is hard to find the minutes on the website. (The 4WCM website, not the Rossmoor website.)

Diane Buonaccorsi – Ms. Buonaccorsi wrote a letter about the work the Board has done. Her letter was passed around the entries. She volunteered to do the newsletter. Ms. Kelzer accepted her offer.

Farhad Partovi - Mr. Partovi reported that he went to the GRF office to sign up for a new club called Fourth Forum. He sent a letter to the contact's attorney, but received no answer. He went to the scheduled meeting on Wednesday at 10:00 a.m., but there was a sign on the door that the meeting was cancelled. He asked GRF to close down the club. He felt they were using GRF facilities without allowing everyone to be a member.

ENTRY REPRESENTATIVE'S REPORTS

Ms. Kelzer asked each entry representative if there was anything that they wished to report. Sheila Gorsuch said thank you for the rehab. Entry 10 will be up for a building rehab and some landscaping rehab.

Dulcie Andres will volunteer to be a representative for rehab projects.

Steve Adza said thank you for the work done on the stairway.

LANDSCAPE AND GROUNDS, FIRE CLEARANCE:

Ms. Seltzer reported that 1932 Skycrest, E13 has an absentee owner. Plants and shrubs are growing within the patio. It is a potential fire hazard and should be looked at by the Mutual.

Ms. Seltzer presented the landscape plan for 2015. It is as follows:

1. Entry 16 (P1) behind Bld. 2100. Develop plan to replace lawn, replant with variegated landscape; include drainage review prior to finishing phase.
2. Skycrest Circle (P3) replace color spots - possible fruitless olive trees for shade, softening, and to 'anchor' Skycrest
3. Entry 13 (P3)
Refresh plantings between Bld. 1932 and carport, remove and replace depleted plants. Remove hilltop junipers, replace with fire resistant, drought tolerant species (box hedge? Ceanotis? Flowering crabapples?). Fill in empty spots behind trash corner.
4. Entry 10 (P2)
Remove junipers (Bld. 1647), prune back excess shrubbery for security, building integrity, fire prevention (Bld. 1617, 1625, 1647)
5. Entry 15 (P4)
Remove and replace iris with low, drought-resistant plants (per Ms. B. Kline); "do not obstruct views"
6. Entry 15 (P5)
Drainage: Correct negative grade at Skycrest end of building 2001 where pine tree was removed and replaced by oleanders. Drainage should grade away from building 2001.
7. Entry 7, 8
Remove excess plants - to be decided.

Mr. Perona presented his report as follows:

LAWN MAINTENANCE: Lawns were fertilized with Turf Supreme the week February 23rd. Irrigation systems have been turned on for two days a week.

In late December, the rehab crew changed out old rotor sprinklers to high efficiency heads as recommended by EBMUD (from 4 gpm to 1 gpm).

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

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

A tree walk was held with Sara to plan out tree pruning for spring.

I have an estimate for Board approval to remove a Liquidambar inside the patio at 1441 #2 Skycrest Drive entry 8.

The Board discussed this removal and determined that Mr. Cardinal will continue to work on the agreement with the owner. Mr. Cardinal wants it very clear regarding who is responsible for what and who will pay what part of the costs.

LANDSCAPE REHAB: The MOD landscape crew is scheduled to work in the mutual starting June 1st.

The landscape committee and Rich will walk the Mutual in March to plan out work and get bids for Board approval.

Mr. Perona explained that there are standards that his crew must follow when trimming landscaping/trees. Those standards are set by the International Society of Arborists (ISA).

Ms. Kelzer stated that the "freelance" pruners need to call or email the work order desk and should not do anything on their own.

Mr. Perona presented proposals to the Board from Waraner Brothers.

Mr. Cardinal motioned to approve the proposals from Waraner Brothers in the amounts of \$1,885, \$2,835, and \$9,035 for a total of \$13,755. Ms. Seltzer seconded and the motion carried without dissent.

BUILDING MAINTENANCE REPORT

Mr. West reported the following:

Work in progress:

1. 2128 TC – G-11 building. Bertolami Engineering has sent initial report on Building structure. (Presented to Board) Soil Engineer has been contacted to also create report to be presented to the board with recommendations.

Mr. Cardinal motioned to approve a NTE amount of \$1,000 to retain a soil engineer. Ms. Seltzer seconded and the motion carried without dissent.

2. 2128 TC - carport carpentry repair has gone out to bid.

3. Entry A Lighting – Sang Electric to send proposal for new ground lights between bldgs. 2144 & 2152. Sang to meet with resident 2144 #6.

There was a discussion about a resident that had asked to purchase her own solar lights and install them along the pathway. The member needs to submit a proposal to the Board.

Follow-up:

1. 1413 SC – Rear balcony deck. Repair dry rot @ rafter tails and install new fire coat system. Due to no protective coating on deck. Completed by Perfect Paint. Cost \$4,760.
2. 1441 #1 SC– Removing tree root, removal and replacement of back patio slab. Five Star est. \$ 3,600.00 (Waiting for resident to decide how to proceed).
3. All Five Star concrete work completed. - 2120 TC, Entry 13, 1933 SC #4, 1941 SC, 1957 SC, 1902 #1, 2128 TC, Total cost \$17,187. (Includes 1940 railing work)
4. All Clear is in the process of completing the smoke detector battery replacement. They currently have completed 100 units.

There was some discussion about repairing the door jamb at 2100 #5 for \$850. The frame of the door is considered Mutual property, but because this damage was caused by a break-in, Mr. Donner suggested that this should go to the owner's insurance company. The Board asked Mr. West to advise the owner to contact their insurance agent.

ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE:

Mr. Cardinal reported that the Mutual has 26 alterations in process, 19 permits issued, and 49 alterations completed.

Ms. Kelzer reported that she and Mr. Cardinal approved an alteration application for 1309 #6 for the installation of a HVAC system. The units were placed in the common area. Ms. Kelzer asked Mr. Donner to review placement of the HVAC units in the Common Area without specific approval by the Alterations Committee and without specific identification of this placement in the Alteration Permit. Ms. Kelzer reported she checked with Mr. Parsons in the Alterations Department and he said this placement was "ordinary for Mutuels". Ms. Kelzer indicated placement of the units in the carport walkway and in the drain gullies is not ordinary for Fourth Mutual and is not a precedent for use of the Common Area. She reported other Board members had reviewed the placement and agreed it should not be a precedent. Mr. Donner agreed to check with the HVAC contractor and Mr. Parsons and to report results at the next Board meeting.

EMERGENCY PREPAREDNESS COMMITTEE

Steve Adza gave a short report. He advised the membership that there will be an entry coordinators meeting on April 6th.

COMMUNICATIONS COMMITTEE

No report, but Diane Buonaccorsi volunteered to do the newsletter.

POLICY COMMITTEE

No report. Nancy Partovi will be the chair.

FISCAL COMMITTEE – Pauline Kelzer

Ms. Kelzer reported that they will have a review with the auditor at a meeting on March 30th at 10:30 a.m. An individual meeting is scheduled for each Mutual. It is a standard review and any of the Mutuals may take advantage of this meeting to consult with their auditor.

OFFICERS REPORTS

1. President's Report: Ms. Kelzer reported that the Board must always be prudent when spending money. Unanticipated expenses happen. There was flooding involving 4 units and the cost to date for the Mutual is \$30,000. A redwood tree punctured a water main and that cost the Mutual \$20,000.
2. Vice President: None
3. Treasurer: Mr. Cardinal reported that the Mutual is in good shape. The reserves are fine. Last year building maintenance was over about \$30,000 because the buildings are old. Mr. Cardinal reported that when the Board is planning for expenses, they keep this in mind because anything can happen.
4. Secretary: None

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ANNOUNCEMENT

The next regular board meeting is scheduled for April 20, 2015 at 1:30 p.m. in the Board Room at Gateway.

ADJOURNMENT

Having no further business, the meeting adjourned at 3:05 p.m.

/s/ _____
Sara Seltzer, Secretary
Fourth Walnut Creek Mutual