

MINUTES
FOURTH WALNUT CREEK MUTUAL
MONDAY, MARCH 19, 2018 AT 1:30 P.M.
BOARD ROOM – GATEWAY

President Schwartz called to order a regular meeting of the Board of Directors of Fourth Walnut Creek Mutual at 1:30 p.m. on Monday, March 19, 2018 in the Board Room at Gateway complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: PRESENT:	Sheldon Schwartz	President
	Judi Southcott	Treasurer
	Judy Becker	Vice President
	Vicki Swisher	Director
	Kate Williams	Director

ABSENT: None

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

Mr. Schwartz welcomed fifteen residents in attendance.

APPROVAL OF MINUTES

Ms. Becker moved to approve the minutes as follows: February 20, 2018 - Regular Board Meeting; February 7, February 14 – Executive Session Minutes. Ms. Southcott seconded and the motion carried without dissent.

RESIDENTS' FORUM

The residents' forum was held.

A resident asked how many members have paid the assessment. If they don't pay, what happens?

Mr. Schwartz reported that half of the members have paid. Ms. Southcott stated that there are 286 units and only a handful have not paid. If they don't pay, they will get late fees. Mr. Donner reported that if they refuse to pay, they will go to collections and a lien may be placed.

A resident asked about the status of dry rot and painting repairs in entry 10. Roots are pushing up his A/C slab. Mr. Swisher reported that Ms. Pollon brought an arborist out to look at the area. Removing the root will kill the tree. They will look at lifting the A/C unit up so the root won't disturb it. Mr. West reported that there are no plans in 2018 for entry 10 painting and dry rot work. Roofing is being done.

A resident asked about rehab landscaping in the back of her building. Dead plants were supposed to be replaced. She asked that Ms. Pollon and Ms. Becker look at the area from her unit. Ms. Becker reported that Terra Landscape said they would replace the plants. It is a difficult area to plant landscaping and have it thrive. She will look at the residents view from her unit.

MANAGEMENT REPORT

Mr. Donner stated the items will be covered on the agenda.

PRESIDENT'S REPORT

Mr. Schwartz reported items will be covered on the agenda.

TECHNOLOGY AND PREVENTATIVE MAINTENANCE TASK FORCE

Ms. Swisher reported the following:

Last Month's Activities:

- Continued drainage inspection and mapping program
 - Inspected numerous gutter and downspout leaks. Many of the leaks are because there are openings around the connection between the gutter and downspout.
 - Many gutters are showing signs of rust and splitting seams.
 - Cleared debris from numerous catch basins and drain pipes; issuing work orders if pipe must be snaked or replaced; this is an ongoing effort.
 - Installed ¼ inch wire mesh or sunshade under catch basin grates last month to stop debris from entering catch basin and plugging drainage pipes; to date completed Entries A Tice Creek, Entry 7A Pine Knoll, and Entries 1, 3, 7, 8, 9, 11, 13, 15, and 16 Skycrest Drive; 268 catch basins completed to-date; approximately 80 catch basins to go.
 - Finding problems with sunshade. Mesh openings are too small. Mud is building up during heavy rains and plugging the drains. Currently removing the sunshade in many of the catch basins.
- Inspected program started to determine which buildings have steel pipe for domestic water. Most G-11 buildings inspected to-date have this design. We need to consider setting aside fixed dollars each year for upcoming repairs.
- Performed sorts on download of past 10 years of Mutual 4 work orders from MOD
 - Attempting to determine maintenance trends.
 - Largest number of works orders deal with repairing sidewalks irregularities, plumbing problems, and water leaks.
- Continued inspections to identify tree roots impacting sidewalks and foundations; results provided to MOD Landscape manager to determine whether the roots can be removed without damaging the tree; four trees had to be removed before sidewalk in front of 1801 Skycrest Drive entry #11 is repair. Also problem with air conditioning condenser pad in front of building 1613 manor #3. Checking to determine if pad can be lifted instead of removing the tree.
- Monitored work on new drainage system installation behind buildings 1605 & 1609 Skycrest Drive. Exterior concrete work is being completed today. Trench completed for drain lines. Further work slowed by rain.

- Interior work on 1605 manors #17 and #18 in final stages. Painting, bathroom tiling, and flooring, including carpeting, completed. Only a few days left until manors are cleaned and handed back to owners.
- Prepared Inspection Reports to evaluate and track new or ongoing work.
 - Identifies PM Task Force independent inspections
 - Identifies responses to Mutual 4 members emails and phone calls

Activities Scheduled for Next Month:

- Continue development of 4th Mutual Preventive Maintenance Plan.
- Continue to perform inspections (drainage, irrigation, subfloor insulation, tree root problems).
- Continue to install catch basin mesh and remove shade cloth.
- Research methods to eliminate landscape borders trapping water against some buildings; no one fix solves all of the issues.
- Research roofing options to determine whether other materials or installation techniques can result in an enhanced warranty and lifetime. Not expected to be used for Entry 10.
- Select trash receptacle enclosure that has extensive wood rot and potentially replace with PVC vinyl to determine durability. Need to assess cost of vinyl versus wood.

Open Items:

- Need to add members to Task Force

TASK FORCE ON PARKING

Ms. Williams reported that they finished looking at Entries 7, 8, and 9. Parking is not evenly distributed. Some residents park in guest parking. Contractors do the same. Entry 7 residents only reported occasional parking problems. Guests frequently cannot find parking in entry 7, so they park in entry 8. This is not a violation of policy.

Entry 8 residents feel that they have to walk a long way to get to their unit.

Entry 9 residents have a well-organized communication system. Guests frequently have to park in entry 8.

The report included some suggestions such as creating additional parking spaces, assign open parking spaces in Entry 8 to Entry 8 residents, park second vehicles in another location outside the Mutual, enforce "No Contractor parking" signs, add lighting to entry 8 parking and enforce signs in Entry 7 for "Guest Parking Only". The findings are that signs barring residents and contractors are ignored. There is insufficient open parking related to the inconvenience of carrying items long distances when there are no available open parking spots near the manor and in some parking areas of entry 8 the level of illumination at night is low. The Task Force recommends facilitating communication among residents of the 3 entries, clarify the process used to address parking violations and mark each end of the cur in front of 1441 Skycrest as "45 Minute Loading Zone" to ensure residents know it is allowable to park there when they want to be closer to their manor to load and unload their vehicles.

LANDSCAPE AND GROUNDS, FIRE CLEARANCE

Ms. Becker gave the following report about the landscape rehab budget:

The purpose of the Landscape Rehab Budget is to address landscape problems not handled by the landscape maintenance schedule. These issues include steep slope stabilization, erosion control, pest damage, and refreshing infrastructure to maintain property values and quality of life.

Each year the Landscape supervisor prioritizes a list of projects proposed by residents, the MOD Landscape Supervisor, Board Members, soil engineers, and other specialists. Also included are large projects that don't occur regularly. All proposals are submitted to the Fourth Mutual Board for approval. This is an ongoing process. The Landscape Committee reviews its priorities quarterly.

The first projects selected are those that will address the most problematic, immediate needs of the mutual. This category includes reconstruction after tree removal, erosion control, flood and drainage problems, and pest control.

The second priority is to replace dead or dying plants and ground cover and to refresh the landscape throughout the mutual. Every Entry will be analyzed each year to make sure that over a 3-5 year period they get a share allocated for beautification.

New ideas and long term plans are only considered after standard rehabilitation has been addressed.

GUIDELINES:

1. Generally, no healthy plants will be replaced in thriving landscapes unless the board approves.
2. The MOD provides 23 days of labor to our mutual to repair landscapes. This is scheduled at the beginning of the year. We additionally pay for materials used such as plants, rocks, soil, and irrigation. We employ Terra Landscaping and other companies to do work over and above MOD Work Days.

Residents are urged to attend Board Meetings for more information about the program

The Waterford solar panel project was mentioned by Mr. Schwartz. Mr. Donner reported that since it is on Waterford's property, no one else had any input. GRF was only notified about the project shortly before work began. His understanding is that small trees will be planted there.

Ms. Pollon presented a proposal for tree maintenance from Ed Waraner for all of the Mutual's building clearance.

Ms. Swisher moved to approve the proposal from Ed Waraner in the amount of \$11,625 for tree maintenance. Ms. Becker seconded and the motion carried without dissent.

Ms. Pollon presented her report as follows:

LATE WINTER/EARLY SPRING 2018

As weather warms and days lengthen, growth patterns will begin to accelerate. Residents can look forward to blooming Azaleas, Rhododendrons and Cherry trees.

LAWN MAINTENANCE: Mowing will increase to 2-3 times monthly and turf will be aerated and fertilized in the next 6 weeks.

WATER USE: Due to late season rains we expect to irrigate very little for the remainder of March. In April, be on the lookout for signs of water leaks and irrigation breaks. If a break is suspected please report the location to the work order desk.

ENTRY MAINTENANCE: Entry maintenance crews are performing winter pruning tasks including hard pruning of shrubs for size control and good health. Shrub fertilization will take place over the next 6 weeks.

If you have landscape *maintenance* requests (pruning or irrigation), please direct them to the MOD work order desk. If you have other landscape requests please direct them to your Landscape Representative, Judy Becker.

WORK ORDER DESK

By phone: **988-7650**

By email: WORKORDER@ROSSMOOR.COM

TREE MAINTENANCE: The Landscape Manager and Arborist have walked the majority of Mutual 4 entries to identify annual pruning needs including safety pruning, building clearance, and preventative maintenance. **A bid for \$11,625 is attached.** This will account for about 1/3rd of the Mutual 4 annual tree budget and will help to prevent some future unplanned expenditures as well as preserve the health of Mutual 4's trees.

TREE REMOVALS

- 4 Large trees have been removed from 1801 Skycrest due to their lifting of sidewalks
- An application for permission to remove 1 Liquidambar tree in front of 1301 Skycrest has been submitted due to severe lifting of a section of sidewalk.

LANDSCAPE REHAB REPORT

MOD CREW DAYS: The next MOD crew days will occur in June. The landscape representative and landscape manager will tour closer to that time to identify projects to undertake.

BUILDING MAINTENANCE REPORT

Mr. West reported the following:

ACTION ITEMS: Proposal review and approval.

1. 2018 Entry 10 DuraLast roofing project - Out to bid.
(Proposals to be presented to the board for vote).

Mr. West has 2 proposals and is waiting for the 3rd one. A-1 Construction and Ben's Roofing. Waiting for Baker Roofing. The approximate cost will be \$281,000 and the budget is \$292,000.

INFORMATION ITEMS: Work in progress or completed.

1. 1909 SC #11, #12 - Hot and cold water line re-pipe due to low water pressure.
Contractors: Davis Plumbing / Five Star - Cost \$32,623.55 for copper. Five Star's cost for dry wall, texture and paint is included in the cost. (Work Scheduled start Date 3/12/18).
New water heaters are \$700 each with installation.
Ms. Swisher moved to authorize the money to replace the water heaters at 1909 Skycrest #11 and #12. Residents are to be made aware that they will be billed back the cost. Ms. Southcott seconded and the motion carried without dissent.
2. 1605 SC / 1609 SC - Interior put back – contractors: Five Star and Davis Plumbing.
Davis & Five Star's completion date for interior work is 3/9/18.
Exterior patio and underground drain work ongoing. (work in progress).
3. 1940 SC Carport Damaged. Contractor; AMAC estimating cost of repairs. Insurance claim
No cost to the mutual. (work in progress).
4. New Concrete walkway and light wiring install – Contractors; Five Star / Sang Electric.
(Work scheduled to start 3/14/18).
1801 Skycrest Entry 11

ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE

Ms. Southcott reported that YTD there has been one sale in Fourth Mutual. Of the six alteration applications submitted this year, two have been finalized. One application is being held as pending and requires additional information. The Board is currently researching information for this application.

EMERGENCY PREPAREDNESS COMMITTEE

Steve Adza reported that he attended the EPO meeting. It was an entry coordinators' workshop. There were questions about lockboxes. A resident had commented that some are easier than others to open. The CERT meeting will be on Tuesday, March 20th at Creekside. There are 41 licensed amateur Ham operators. Six are in Fourth Mutual. The goal is that every entry in Rossmoor will have at least 2 drills for the year.

COMMUNICATIONS COMMITTEE

Ms. Williams reported that the next newsletter should be out in May. Articles should go to Penny Wade by April 20th.

POLICY COMMITTEE

Ms. Southcott reported the Policy Committee completed its review of the existing Mutual policies and the proposed policy revisions have been sent to Nathan McGuire at Adams/Stirling for legal review. The Board is waiting for that review to be completed. Once that review is complete, the Board will issue the proposed policy manual to the members for a 30-day review. During that time, we will conduct a town hall style meeting to hear comments and questions from the members. We are expecting that meeting to be at the end of May. So please be watching your mail for the propose Policy Manual update.

OFFICERS REPORTS

1. President's Report: No report
2. Vice President: No report
3. Treasurer: As of 02/28/18, the YTD Reserve Fund balance is \$1,613,926. As of 02/28/18, YTD the Operating Fund balance is \$84,820 and is under budget (has revenue favorable to expenses). During the month of February, operating expenses were under budget by \$11,783. Most notable were Professional Fees incurred during the month, which were higher than budgeted due to several ongoing legal issues that are being resolved.
There is one account that is 90 days overdue. The Board previously voted to approve a payment plan with the owner. The owner is currently making payments on this plan.
4. Secretary: No report.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ANNOUNCEMENT

The next meeting is scheduled for April 16, 2017 at 1:30 p.m. in the Board Room at Gateway.

ADJOURNMENT

Having no further business, the meeting adjourned at 2:45 p.m.

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