

MINUTES
FOURTH WALNUT CREEK MUTUAL
MONDAY, MARCH 20, 2017 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 20, 2017 in the Board Room at Gateway complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: PRESENT:	Pauline Kelzer	President
	Sheldon Schwartz	Vice President
	Judi Southcott	Treasurer
	Jerome Neuman	Secretary
	Judy Becker	Director

ABSENT: None

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

Ms. Kelzer welcomed twenty-one residents in attendance.

APPROVAL OF MINUTES

Mr. Schwartz moved to approve the minutes of the regular session Board meeting of February 21, 2017. Ms. Becker seconded and the motion carried without dissent.

RESIDENTS' FORUM

The residents' forum was held. A resident asked if the amount of the coupon has been amended yet. Ms. Kelzer advised her that the Board has formed a special task force to look at how much money is needed in the reserves. No decision has been made yet.

A resident asked if Mr. Donner had any information about the insurance covering the 2128 Tice Creek building repairs. Mr. Donner reported that the claim was turned in to the insurance company. This is not an insurable event.

A resident reported that her front yard is like a swamp in the grassy area. Ms. Kelzer advised her that she will put a work order in for that area.

A resident reported that Mr. Perona had created a lovely garden of plants, but the irrigation has been broken. She has been watering it on her own. The light in the area failed and an electrician left an extension cord on the ground. It is located behind the carport by the 1801-1817 Skycrest building. Ms. Kelzer stated that a work order will be issued to look at the irrigation and the extension cord.

A resident reported that a carport is filled with many items and the resident uses it as a workshop. He thinks the Board should handle this problem. The Board will have someone look around entry A.

MANAGEMENT REPORT

As stated in the February meeting, Mr. Donner reported that Commercial Support Services (CSS) uses developmentally disabled adults to clean the laundry rooms and garbage enclosures. Due to a lack of funds, they expected to close their doors in the middle of

March. They were only charging \$3 for the garbage enclosures. They will now charge \$10 per enclosure. Mr. Donner provided a proposal for the Board.

Mr. Schwartz moved to approve the proposal from Commercial Support Services to clean the garbage enclosures at a rate of \$10 per enclosure, twice monthly. Ms. Becker seconded and the motion carried without dissent.

Mr. Donner reported that they will pull the dumpster out, sweep the enclosure, knock down any cobwebs, and put the dumpster back in place. The employees are accompanied by a job coach.

PRESIDENT'S REPORT

Ms. Kelzer reported that the eighteen Presidents get together at the Presidents' Forum once a month. The first hour is devoted to the Presidents. In the second hour, some GRF staff, some GRF Board members and the CEO join the meeting.

They discussed the coming election for the GRF Board and questions that may be asked of the candidates.

Topics such as solar, electric vehicle charging, and streamlining authorizations for work orders were discussed.

Chris Preminger reported that reverse mortgages are now available to Rossmoor residents again.

A resident stated that Fourth Walnut Creek Mutual is approved under the new FHA approval. People can use FHA and obtain a reverse mortgage.

LANDSCAPE AND GROUNDS, FIRE CLEARANCE

Ms. Becker reported that she is working with Rebecca Pollon to identify priorities. She has met with some landscape representatives. She is keeping notes and ideas as presented to her. She reminded residents that ground cover is only temporary and final designs are being worked on.

She inspected steep hillside areas. There is a need for vegetation to ease or prevent erosion.

Ms. Becker has identified areas that need immediate attention. She suggested the Board appoint a committee to study steep areas on the canyon hillsides, along with addressing the management of those areas.

Ms. Southcott suggested creating a task force instead of a committee.

Ms. Kelzer stated that this should be done within the Landscape Committee structure. There could be a study group that would give specific feedback to the Board.

Mr. Donner stated that Rebecca Pollon can handle irrigation and erosion issues.

Although not in attendance, Ms. Pollon provided the Board with her landscape report.

BUILDING MAINTENANCE REPORT

Ms. Kelzer reported that the Building Committee met twice this month.

Mr. West reported the following:

ACTION ITEMS: Proposal review and approval.

1. 2001 SC #6 – Rain leak due to fallen branch punctured hole in roof. Five Star estimate for put back \$4,960 includes R&R of bathroom ceiling, texture, paint. Also underlayment and Linoleum flooring.

Mr. Schwartz moved to approve the proposal from Five Star Painting in the amount of \$4,960 for work needed at 2001 Skycrest #6. Mr. Neuman seconded and the motion carried without dissent.

2. 1605 Skycrest E10 – Tripping hazard.

Mr. Schwartz moved to approve the proposal from Five Star Painting in the amount of \$3,250 to remove and replace 130 square feet of concrete and cut away tree roots. Ms. Becker seconded and the motion carried without dissent.

PENDING ITEMS:

1. 1509 SC Bldg. – New installation of 2 underground perforated 3” drain lines and 2 drain boxes with metal grates. – Bright View estimate \$2,749.74 / Five Star estimate \$4,945.00.
2. 1910 SC #8 – Removal & replacement of 247 SF of concrete at rear patio due to extensive cracking. – Five Star Estimate \$6,181.00.

INFORMATION ITEMS: Work in progress or completed.

1. 2137 SC #4 – Section of Drywall at bedroom ceiling damaged due to clogged gutters. Five Star cost \$3,315 (work in progress).
2. 1605 SC / 1609 SC – Building Leveling – Waiting on ESR structural engineers report. (work in progress).
3. 2128 TC – Ned Clyde Building Re-leveling (Completed) Drainage project (Completed). Five Star scheduling for interior inspections. (work in progress).
MOD & Board to schedule meeting with residents regarding interior work. Mr. Schwartz will be with MOD when they meet with the residents.
4. 2109 SC #2 – Replacement of dry rotted Beams under back balcony. EmpireWorks - \$2,660.00 (work in progress).
5. 1133 SC – 9 under building drain line leaks found. Davis Plumbing \$3,001.00. (Completed).
6. Full Gutter Cleaning – All Clear Gutters cost \$7,500.00 (completed).
7. 2128 SC #6 – broken window from tree branch, Servpro and valley glass. (Completed).
8. 1509 SC Bldg. – Hard wire sump pump under building. Five Star \$985.00. (Completed).
9. 1509 SC Bldg. - Removal and replacement of concrete drain swale on north/west side of building – Five Star \$1,385.00. (Completed).

10. 1509 SC – New irrigation line leak discovered. Davis plumbing will inspect building units for low water pressure after line is repaired. They will look at the insulation under the building.

Mr. West reported that he is working on projects for 2017.

There have been complaints in the past about the gutter cleaning. There is a company called Professional Gutter Services that is more costly than the current company, but they have an excellent reputation.

ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE

Ms. Kelzer reported that there are standard and non-standard alteration categories. If an alteration is standard, there is no need to have it go to the Board because it follows the Mutual's policies.

Ms. Kelzer stated there are two types of alteration applications: standard and non-standard. The non-standard ones deviate from Mutual policies and require approval by the whole board. The standard ones can be approved by the Committee alone and do not need board approval. Ms. Kelzer presented the non-standard application #39737 for an upstairs manor requesting removal of carpet and installation of hard-surface flooring throughout the entire manor. Ms. Kelzer requested, pursuant to the recommendation by the MOD Alterations Department staff, that the board approve the application for the Mutual-allowed surfaces only, which are limited to the entry way, kitchen and bathroom.

Mr. Schwartz moved to approve the alteration pursuant to "Mutual Policies only". Ms. Becker seconded and the motion carried without dissent.

Ms. Kelzer reported that there are a few serious compliance items that the Board will address in executive session. It has been a busy month with complaints about parking and carport clean-up.

The Board is considering hiring a compliance officer.

EMERGENCY PREPAREDNESS COMMITTEE

Steve Adza reported dates for meetings as follows:

GRF Public Safety Manager, Dennis Bell – Presentation on "Rumors, Myths, and Realities" – April 3
Family Radio Service – May 1
Counseling Services Presentation – June 5
Entry Coordinator Guide - July 10

Mr. Adza reported that entry 15 does not have any coordinators. Seven entries do not have any radio operators.

Many entries have black corrugated pipes. He will give a list to the Board. He is working on a status report for the Board. It is currently twenty-five pages.

There was a discussion regarding work orders. It was decided that Mr. Adza should send any items requiring a work order to Ms. Kelzer and copy the other Board members. This is because MOD needs authorization from the Board before doing any work.

Mr. Adza reported that many drains are flat and don't have covers. This is the main reason for the issues.

Mr. Donner reported that GRF takes care of GRF property for abatement. The Mutual does their own abatement for their property. The County signs off on the fire abatement for GRF. GRF discs the fire break by tractor.

March 4th is the date for the graduation drill. It is sponsored by CERT. Rossmoor has the highest number of CERT-trained graduates of all eight CERT districts in Walnut Creek.

COMMUNICATIONS COMMITTEE

Mr. Neuman reported that the committee needs a chairperson. If anyone wants to serve, please let the Board know.

Mr. Schwartz moved to appoint Penny Wade as the newsletter editor. Mr. Neuman seconded and the motion carried without dissent.

Ms. Wade asked that any articles or ideas be sent to her.

It was reported that the current service for the website will be discontinued due to an increase in the fees.

Ms. Southcott moved to approve E-Host for the website. The first year will be \$33 and \$66 for the next year. Mr. Schwartz seconded and the motion carried without dissent.

POLICY COMMITTEE

Ms. Southcott reported that the policies review is on hold. There is nothing to report at this time.

OFFICERS REPORTS

1. President's Report: Ms. Kelzer reported that she is pleased with the progress made in 2 months with the committees.
2. Vice President: No report.
3. Treasurer: Ms. Southcott reported that as of February 28, the operating fund is under budget by \$17,686. YTD, the reserve fund has \$748,458. Delinquency letters have been sent. There is a special task force that is reviewing the reserve fund, the Helsing study, and is considering the budget with both short and long term projects.
4. Secretary: No report.

UNFINISHED BUSINESS

None

NEW BUSINESS

Ms. Kelzer announced that the Board filled the Board vacancies according to article 5.7 of the Bylaws. Directors vacated positions. They were then appointed as follows:

<u>Vacated</u>	<u>Appointed</u>	<u>Term Ends</u>
Lynn Ashdown (2018)	Judi Southcott	2018
Judi Southcott (2017)	Sheldon Schwartz	2017
Sheldon Schwartz (2019)	Pauline Kelzer	2019
Pauline Kelzer (2017)	Jerome Neuman	2017
Jerome Neuman (2018)	Judy Becker	2018

ANNOUNCEMENT

The next regular board meeting is scheduled for April 17, 2017 at 1:30 p.m. in the Board Room at Gateway.

ADJOURNMENT

Having no further business, the meeting adjourned at 3:12 p.m.

/s/ _____
Jerome Neuman, Secretary
Fourth Walnut Creek Mutual