

MINUTES  
FOURTH WALNUT CREEK MUTUAL  
MONDAY, MARCH 21, 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, March 21, 2016 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: None

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 sixteen residents in attendance.

APPROVAL OF MINUTES

Mr. Leinbach moved to approve the minutes of the regular session Board meeting of February 16, 2016. Ms. Seltzer seconded and the motion carried without dissent.

RESIDENTS' FORUM

Linda Brown – Ms. Brown wanted to make sure that some dead plants will be replaced on Skycrest. Mr. Perona said they would be replaced.

Beverly Terlep – Ms. Terlep asked about the status of the new engineer's report for Tice Creek. Mr. West reported that he did not get the new soils engineer report yet. He should have it by the end of the month.

Sheila Peverill – Ms. Peverill was following up on the promise that the Mutual would have a drain placed outside of her unit. Her bathroom had been flooded because the cement under the bathroom broke. She still doesn't understand how that happened. She also stated that the benches in entry 8 are rusted. They need to be painted. Mr. West will look at them.

Martha Alexanderson – Ms. Alexanderson spoke about the fact that in the past, the sewer line clogged and caused damage. She would like to have the sewer line cleaned once a year. She would also like the kitchen drain pipe that is shared with the upstairs neighbor cleaned yearly.

Mr. Donner reported that MOD has a list of these types of cleanings and can get the Mutual a price.

Ms. Alexander's neighbor stated that she supported her and requested that the Sequoia roots be removed.

Linda Sterling – Ms. Sterling reported that she had her patio dug up because the drain was covered and the concrete sloped toward her house. Mr. West will look into it.

ENTRY REPRESENTATIVE'S REPORTS

None

MANAGEMENT REPORT: Paul Donner

Mr. Donner had no report as everything for discussion is listed on the agenda.

PRESIDENT'S REPORT: Don Cardinal

Mr. Cardinal reported that the legal seminar for board members will be held on April 12<sup>th</sup>. New laws from Davis-Stirling will be addressed. FHA stopped giving loans because of the membership fee. This will be cleared up in a few months. Realtors are asking Mutuals for notification regarding any special assessments. This was discussed, but there was no solution. Realtors can find out on their own about special assessments because they are recorded.

GRF has a sub-committee to address the issue of owners that have more than one unit. Questions have arisen regarding whether or not they are being rented or if the owner lives there.

Golf cart registration was discussed. Vehicle charging stations were also discussed. There are not a lot of electric cars in Rossmoor yet.

The Mutual Liaison Committee charter is being revised. This is a committee of some GRF board members that liaison with the Mutual Presidents on the committee.

Mr. Cardinal checked with First and Second Mutuals about AirBNB. The Presidents said they do not allow it.

Fourth Mutual allows renting for one year. The owner may ask for an extension. The Board may extend for one more year, two years maximum, if it is in the best interests of the members or in cases of deserving and unusual hardship.

Mr. West will discuss later in the meeting the issue of smoke detectors. It will cost \$7,000 to check and install new batteries.

There is no skateboarding in the Mutual.

GRF is looking at how residents get into the pool and fitness center. Only people that live here should be allowed in. The CEO is checking into this issue.

LANDSCAPE AND GROUNDS, FIRE CLEARANCE:

Ms. Seltzer reported that in January she, Rich Perona and some residents did a walk-through for rehab priorities and maintenance issues. In February, Ms. Seltzer, Rich Perona and Ed Waraner looked at trees. Many trees have been earmarked for removal. The proposals exceed the budget. Ms. Seltzer will look at the priorities. Trees in patios pose problems and affect fencing. The Board is looking at encroachments this year. The Board has been busy finishing updates to the policies.

The Board counts on the community to report problems. The Mutual needs an inventory of benches. Ms. Seltzer will propose this to the Board. Ms. Seltzer is looking at rehab on entries and will prioritize them. This is still a drought year, so the Mutual will be conservative with plantings.

Mr. Perona stated that the irrigation tech goes through each Mutual every couple of months and checks for leaks or breaks.

Ms. Seltzer announced that Mr. Perona will be leaving in May. She thanked him for all of his work and said the Mutual will miss him.

Mr. Perona reported the following:

LAWN MAINTENANCE: Mowing is weekly. Early March all the lawns were fertilized with a balanced fertilizer. Controllers will remain off until the rains stop. Irrigation systems checks are in progress.

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 walked the entire Mutual 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. Proposals will be discussed today.

Mr. Perona stated that the Walnut Creek City requirement is that when a tree is removed, another tree must be planted somewhere in the Mutual. He also reported that the Smart Controllers have been helping with water usage.

A question was asked about artificial turf. Mr. Perona reported that a few residents have tested it out. It is very expensive to install. It also keeps heat in the soil, which is not ideal. It lasts about 10 years.

#### BUILDING MAINTENANCE REPORT

Mr. West reported the following:

ACTION ITEMS: Proposal review and approval.

1. 1940 SC #11 – Install of new PEX hot and cold water lines to master bathroom shower due to low water pressure. Davis Plumbing cost \$1,599.35.  
Per Rick: This was an emergency. The President signed off.
2. 1413 SC #8 – Master bathroom under slab drain line break. Davis Plumbing repair cost \$1,599.35/New vinyl flooring, concrete, drywall and paint. Five Star cost \$1,595.00.  
Per Rick: This was an emergency. The President signed off.
3. Asphalt Repaving for Entry 11, 15 and Entry 16 SVP - \$90,687.44 / DRYCO - \$99,449.00 / Calvac - \$112,000.00. Silicone Valley came in as lowest bid.

*Mr. Leinbach moved to accept the proposal from Silicone Valley in the amount of \$90,687.44 for asphalt repaving at Entries 11, 15 and 16. Ms. Kelzer seconded and the motion carried without dissent.*

Mr. West will get separate estimates for the curbs.

4. New 10 year smoke detector proposals: Sang Electric \$20,900.00/ Five Star \$29,904.00/All Clear \$30,000.00. Proposals include detectors and labor to install.

*Ms. Partovi moved to accept the proposal from Sang Electric in the amount of \$20,900 to install detectors in 286 units with the provision that a resident may opt-out. Ms. Seltzer seconded and the motion carried without dissent.*

Mr. West reported that it cost \$7,200 for the regular battery replacement program. Mr. Cardinal stated that a letter will be sent to the residents advising them that they must let the Mutual representative in to install. Mr. Perona advised that the vacant units need to have emergency contact numbers on file.

INFORMATION ITEMS: Work in progress or completed.

1. 2128 TC – Sent scope to Henry Justinano and Associates for 2<sup>nd</sup> Soils Engineer's Report.
2. 1817 SC #5 – Roof Leak around drain caused damage to master bedroom ceiling. Five Star cost \$6,200.00. Included drywall repair and new heat pump. (work in progress).
3. 2016 Roofing Project - Building #2116 TC. and 8 carports at Entries 7, 7A, 8 and 9. Budget \$107,000. Sorenson Roofing scheduling cost (\$ 69,050.00).
4. 2120 TC #1 - Sewer back up - tree roots cleared from drain. New Lino AMAC cost \$799.00 and new pop – up overflow protection device installed by Davis Plumbing. (completed).
5. Entry 7 new hand railing – From street to upper walkway. Eagle Iron cost \$1,680.00 (completed).

Ms. Kelzer reported that the screws need to be covered so they don't rust.

6. 1149 SC #4 – Issues addressed and completed.

#### ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE:

Mr. Cardinal reported that YTD, there were 44 completions, 45 processed and 32 permits issued.

#### EMERGENCY PREPAREDNESS COMMITTEE

Mr. Adza reported that he will confer with Mr. Cardinal before sending in a request for a work order.

#### COMMUNICATIONS COMMITTEE

Newsletter - Ms. Partovi reported that they are working on the newsletter. Most of the articles are written. It will be ready soon.

Website - Mr. Brown reported that he is waiting for the entry coordinator list. He would also like to post the rehab lists.

### POLICY COMMITTEE

Mr. Cardinal reported that Ms. Partovi is doing a phenomenal job working on the policies.

Ms. Partovi reported that the entire Board agrees on the policy changes. They are now working on policy #7. Once completed, the policies will be sent to the Mutual's attorney for review. Everyone worked together on this project.

### OFFICERS REPORTS

1. President's Report: Mr. Cardinal reported that the Mutual will be getting money back from MOD. Mr. Donner explained that he will be recommending that the surplus of \$200,000 be returned to the Mutuals. GRF must approve and then the money will be returned to the Mutuals and listed in their financials as other income.
2. Vice President: None
3. Treasurer: Mr. Leinbach reported that as of January the Mutual is \$4,000 better than budget. Currently, the Mutual is underspending in the reserves. The Mutual is in good financial shape.
4. Secretary: No report.

### UNFINISHED BUSINESS

None

### NEW BUSINESS

Ms. Kelzer stated that she would like a report on how many alterations meetings with new residents prior to close of escrow have taken place, and how many letters have been sent regarding compliance issues.

### ANNOUNCEMENT

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

### ADJOURNMENT

Having no further business, the meeting adjourned at 3:10 p.m.

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Anne Paone, Assistant Secretary  
Fourth Walnut Creek Mutual