

MINUTES
FOURTH WALNUT CREEK MUTUAL
MONDAY, APRIL 17, 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, April 17, 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; Rebecca Pollon, Landscape Manager and Anne Paone, Administrative Secretary.

Ms. Kelzer welcomed eighteen residents in attendance.

APPROVAL OF MINUTES

Mr. Schwartz moved to approve the minutes as follows: February 16, 2017 – Executive Session, March 20, 2017 – Regular Board Meeting, March 20, 2017 – Executive Session, and April 5, 2017 – Special Board Meeting. Ms. Becker seconded and the motion carried without dissent.

RESIDENTS' FORUM

The residents' forum was held. A resident requested a landscape rehab in the front of her building. She wanted to know if there is some kind of watering plan in effect. Ms. Pollon reported that they must wait until the trees are removed. At that time, they will replant drought-resistant plants and can address the irrigation issues.

MANAGEMENT REPORT

Mr. Donner reported that Welcome will clean the laundry room. Ms. Kelzer stated that she saw the contract for 2 laundry rooms to be cleaned twice per month. It will be \$120 per month for a total of \$1,440 yearly.

Mr. Donner reminded the Board that he will be on vacation for three weeks, but they may contact Mr. West, Ms. Pollon, Ms. Molina or Mr. Preminger if they require any assistance.

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' agenda and attended by presidents only. The second hour is dedicated to the GRF agenda, is chaired by the CEO, and attended by top management of GRF and invited guests, as well as some Directors from the GRF Board.

It was reported by the presidents that there is major dissatisfaction with rehabs done by individual owners. The work crews make a lot of noise, ignore work rules, and work after hours and on weekends.. There is a lot of debris and they don't clean it up.

The presidents would like to send a letter to realtors so they will advise owners of these issues and to remind their clients that contractors must follow Rossmoor's contractor policies.

Reserve funds were discussed. Questions presented included the following: How much do Mutuals need for the components that the Mutual owns and is everything listed on the reserve study?

During the GRF portion of the meeting Nixle was discussed. There have only been about 600 people in Rossmoor that have registered to receive these alerts.

Mr. Preminger will create a work order report for the presidents. Work orders can then be tracked. Ms. Kelzer reported that she received one a week ago for the first 3 months of 2017. It was a total of about 60 pages, averaged 20 work orders per month, and is a very valuable tracking tool.

LANDSCAPE AND GROUNDS, FIRE CLEARANCE

Ms. Becker stated that she has received reports from entry coordinators about plants and work needed to be done. Ms. Becker did a walk-through with Ms. Pollon. In the fall, they will replace individual plants.

Ms. Pollon reported the following:

LAWN MAINTENANCE: Turf mowing will resume on a weekly or bi-weekly (every other week) as the weather dries. Aerating, spring fertilization and treatment for grubs will take place in the coming weeks. Irrigation is now ON. The system is checked regularly but if leaks or 'geysers' are spotted please report them to the work order desk as soon as possible.

ENTRY MAINTENANCE: Entry maintenance crews are moving to their spring/summer schedule pruning shrubs for size control.

TREE MAINTENANCE: There are no pending tree removal permits at this time.

LANDSCAPE REHAB: The MOD crew days will spend 1 week in May and 4.5 weeks in July/August in your mutual. The Landscape Manager and Landscape Representative have already determined what work will take place in May including removing some plants from the side of 2100 and transplanting them to a few areas in entry 13.

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.

Ms. Pollon advised the membership to send building clearance issues and broken sprinklers to the work order desk.

Ms. Pollon discussed the proposal from BrightView for building 1509 Skycrest, Entry 8. There is water seeping from the carports. The proposal includes installing a low wall which is designed to preserve the embankment and stop the soil from escaping. They will enlarge the drainage cap, too. Mr. West stated that this is a good starting point for the work and other items can be done to the area later.

Mr. Schwartz moved to approve the proposal from BrightView in the amount of \$2,749.74. Ms. Southcott seconded and the motion carried without dissent.

Ms. Pollon discussed 2128 Tice Creek, Entry A. Drainage needs to be installed to take the water sway from the building. Terra Landscape's proposal for \$8,020 includes 3 walls to hold up the cobble stones to direct the water away. Small drainage will be replaced with larger catch basins.

Mr. Schwartz moved to approve the proposal from Terra Landscape in the amount of \$8,020. Ms. Becker seconded and the motion carried without dissent.

Ms. Pollon stated that there is no drainage at 1625/1621 Skycrest, Entry 10. Terra Landscape submitted a proposal in the amount of \$2,335 to remove landscaping and install 2 catch basins.

Mr. Schwartz moved to approve the proposal from Terra Landscape in the amount of \$2,335. Ms. Becker seconded and the motion carried without dissent.

BUILDING MAINTENANCE REPORT

Mr. West asked the Board to approve a change order from Five Star for 1605 Skycrest, Entry 10 in the amount of \$4,610.

Mr. Schwartz moved to approve the change order from Five Star in the amount of \$4,610. Ms. Becker seconded and the motion carried without dissent.

The Board authorized Mr. West to obtain bids for the roofing of Entry 10. This is for 13 buildings. It will be for the flat roofs and gutters.

Mr. West reported the following:

ACTION ITEMS: Proposal review and approval.

1. 1509 SC. Landscaping – 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. (Rebecca to present proposals to the board)
2. 2128 TC – Landscaping – Install new landscaping around building. Terra Landscape estimate \$8,020.00
(Rebecca to present proposals to the board).
3. 1625 SC #26 – 68 Sq. Ft. of new concrete walkway needed due to tree roots – Five Star estimate \$1,700.

PENDING ITEMS:

1. 1910 SC #8 – Removal & replacement of 247 SF of concrete at rear patio due to extensive cracking. – Five Star Estimate \$6,181.00.
2. 1605 SC / 1609 SC – Building Leveling – Waiting on ESR structural engineers report and Foundation Of California’s estimate (work pending).
3. Putting roofing out to bid (pending board direction).

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 (completed).
2. 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. (completed with the exception of flooring install).
3. 2128 TC – Ned Clyde Building Re-leveling & Drainage project. (Completed). Five Star completed all but 2 interior inspections. (work in progress). MOD & Board to schedule meeting with residents regarding interior work. (After estimates arrive).
4. 2109 SC #2 – Replacement of dry rotted Beams under back balcony. EmpireWorks - \$2,660.00 (work in progress).
5. 1509 SC – Irrigation line leak repaired. Davis plumbing installed new angle stops as needed to correct low water pressure after line is repaired (Completed).

ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE

Ms. Kelzer reported there were five new applications, of which one is a non-standard application. Most submissions are standard applications. The Board is working on some compliance issues now. If any entry wants to change parking in that entry, they need to survey the residents and present a petition to the Board for review.

EMERGENCY PREPAREDNESS COMMITTEE

Steve Adza reported that CERT has moved their container to the Gateway campus, due to asphalt work. There will not be a fall CERT class this year. The HAM radio test is in June. Mr. Adza walked around entry 10. There are some free-standing carports that may need their downspouts checked because some have as many as three or as little as one.

COMMUNICATIONS COMMITTEE

Ms. Kelzer reported that the committee still needs a chairperson.

Ms. Wade reported that the newsletter is done. She always needs information from the Board or residents. Send any articles or ideas to her.

Mr. Brown reported that he found a place to get the domain name for \$8. He wants to keep the same name for the website. He will add email addresses to the website. He will post the newsletter to the website, too.

POLICY COMMITTEE

Ms. Southcott reported that the policy updates are pending. She would like to consider scheduling a meeting to review the policies with the Board.

OFFICERS REPORTS

1. President's Report: Ms. Kelzer already covered everything during the meeting.
2. Vice President: No report.
3. Treasurer: Ms. Southcott reported that as of March 31, YTD the operating fund was under budgeted expenses by \$13,214. YTD, the reserve fund was \$760,128. Building Maintenance was over budget by \$13,249 and was mostly due to rain leaks. There is one account that is 90 days overdue.
Ms. Southcott reported that the Task Force on the Reserve Study has prepared a report for the Board and has submitted it in the packet today. The Reserve Task Force used the 4th Mutual Helsing Reserve Study and a 10-year funding plan created by MOD to evaluate the Mutual's needs. The Task Force determined that even with the current contributions to the reserve budget currently being made, the mutual is not adequately funding its reserves. The Task Force made several recommendations including that the mutual create a comprehensive Building Maintenance Plan emphasizing preventive maintenance over corrective maintenance, obtain the services of reserve study financial experts to create a Reserve Study Plan which reflects all the Mutual's reserve needs, conduct town hall style meetings in which members would be advised of reserve expenses being considered and be invited to recommend capital expenditures. The Task Force also recommended the implementation of cost saving capital improvement measures.
Ms. Southcott would like a consultation with Gary Porter. He is an expert in reserve studies. The Board asked Ms. Southcott to get some basic information. What is his fee? Does he come to the Mutual site? How does he work? Would he attend a town hall meeting? Ms. Southcott will compile the information and present it to the Board. Mr. Brown, who is on the Task Force, stated that the Helsing Report showed where the Mutual could save some costs. The Mutual might be able to not raise the coupon.
4. Secretary: No report.

UNFINISHED BUSINESS

None

NEW BUSINESS

Ms. Kelzer announced the Annual Meeting will be held on Thursday, August 3rd at 4 PM. A volunteer is needed to chair the hospitality portion of the event along with a crew to help with the many tasks of putting it on, such as: the flyer and mail out, check-in, nametags, table decorations, the menu and caterer, reservations, entertainment, etc. The Board and

staff will present the annual meeting program and deliver reports to the members, but help is the dinner portion of the event.

ANNOUNCEMENT

The next regular board meeting is scheduled for May 15, 2017 at 1:30 p.m. in the Board Room at Gateway.

ADJOURNMENT

Having no further business, the meeting adjourned at 3:37 p.m.

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