

MINUTES
FOURTH WALNUT CREEK MUTUAL
MONDAY, APRIL 18, 2016 AT 1:30 P.M.
BOARD ROOM – GATEWAY

Vice President Seltzer called to order a regular meeting of the Board of Directors of Fourth Walnut Creek Mutual at 1:30 p.m. on Monday, April 18, 2016 in the Board Room at Gateway complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: PRESENT:	Sara Seltzer	Vice President
	Mike Leinbach	Treasurer
	Nancy Partovi	Secretary
	Pauline Kelzer	Director

EXCUSED: Donald Cardinal, President

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

Ms. Seltzer welcomed twenty-two residents in attendance.

Ms. Seltzer introduced the new CEO, Tim O'Keefe. Mr. O'Keefe reported that he has been here for 5 months today. He is pleased to see so many people have an active interest in the community. The Board members are impressive and the community is beautiful.

Ms. Seltzer introduced Rebecca Pollon as the landscape manager that will be taking over when Mr. Perona retires on May 6th after fifteen years of service.

Ms. Pollon stated that she is thrilled to be here. She has worked in Rossmoor before and is looking forward to it.

Ms. Seltzer thanked Mr. Perona on behalf of the Board of Directors for all of his hard work. As a gesture of gratitude and appreciation, he was given a card with a gift. Ms. Seltzer said that he has transformed living spaces and has been very supportive of her efforts.

APPROVAL OF MINUTES

Mr. Leinbach moved to approve the minutes of the regular session Board meeting of March 21, 2016. Ms. Partovi seconded and the motion carried without dissent.

RESIDENTS' FORUM

Sheila Gorsuch – Ms. Gorsuch discussed the asphalt by her carport. There are constant puddles. Mr. West will make sure there is an even flow away from the buildings and carports. She was also concerned about contractors taking a long time to finish a resident project. Mr. Donner said he can check to see when the contractor will finish the project.

Joan Dougherty – Ms. Dougherty asked about the status of the landscaping on the area behind her condo. She was advised that the proposal for it will be approved at this meeting.

Diane Buonaccorsi – Ms. Buonaccorsi thanked the Board for taking time to make contributions to the newsletter. It was a very successful edition.

Louise Enderlin – Ms. Enderlin advised the Board that she has sold her home. She wanted to thank Steve Adza for all of his help. She presented him with a blanket that she made herself.

ENTRY REPRESENTATIVE'S REPORTS

None

MANAGEMENT REPORT: Paul Donner

Mr. Donner reported that MOD operates on a not-for-profit basis. It will be recommended to GRF that \$200,000 be returned to the Mutuals. This will translate to \$8,500 for Fourth Walnut Creek Mutual. It will be listed under "other income" on the operating statement.

PRESIDENT'S REPORT: Don Cardinal

Mr. Cardinal will give a report next month.

LANDSCAPE AND GROUNDS, FIRE CLEARANCE:

Mr. Perona reported the following:

LAWN MAINTENANCE: Mowing is weekly. The next fertilization will be in the first half of May. Controllers are back on. Irrigation systems checks are in progress. Watering will be once or twice this week.

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. Tree pruning is on schedule. We have applied to the city to remove dead trees at the following locations; 2 Pines behind 1209 Skycrest, 1 Redwood at 1413 Skycrest, 1 Evergreen Pear at 1401 Skycrest and 1 Magnolia at 1509 Skycrest. We've also applied to the city to remove a Redwood tree causing hardscape damage across from 1441 Skycrest. While we were out today we saw the dead Monterey Pine at 1909 Skycrest entry 12 for which we will submit a permit to remove.

LANDSCAPE REHAB: Sara, Rich and the landscape representatives walked the Mutual to plan out landscape projects for the year. Proposals to be discussed today.

Ms. Seltzer stated that she will make a list of plantings that are encroaching and are located outside of the manors that are empty.

Mr. Perona presented proposals to the Board for numerous projects.

*Ms. Kelzer moved to approve the proposals presented in the amount of \$54,270.
Mr. Leinbach seconded and the motion carried without dissent.*

Resident Jackie Osborne on Entry 8 reported that there is an electric box that needs to be painted. It was determined that it belongs to PG&E. A request would have to be made to them. She also wanted to know when fire extinguishers are replaced. Mr. West reported that they are inspected and replaced periodically.

Mr. Donner stated that the function of the reserve study is that the Mutual can replace items now or do so when a rehab is being done. It is the Board's decision.

BUILDING MAINTENANCE REPORT

Mr. West reported the following:

ACTION ITEMS: Proposal review and approval.

1. 1801 SC #1 – Rear Balcony dryrot repairs (estimates to be presented to the board). Perfect Paint estimate \$6,305 for new deck Excel fire coat system. Mr. West reported that this amount has been dropped down to \$5,700.

Ms. Kelzer moved to accept the proposal from perfect Paint in the amount of \$5,700 for a new deck Excel fire coat system. Mr. Leinbach seconded and the motion carried without dissent.

INFORMATION ITEMS: Work in progress or completed.

1. 1605 SC #17 – AMAC scheduled for replacement of dry rot wood under sliding glass door.
2. 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. (More units for same if needed).
3. 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. (work in progress).
4. Asphalt Repaving for Entry 11, 15 and Entry 16 SVP - \$90,687.44 Silicone Valley awarded contract. Scheduled start dates: (Weather permitting: Wednesday April 20: concrete demo, prep and pour / Monday May 2: Skycrest Drive Entry 15 & 16 / Tuesday May 3: Skycrest Drive Entry 11). Notices will be sent.
5. New 10 year smoke detector - Sang Electric \$20,900.00 (Scheduled start first of May).
6. 2128 TC – No changes on 2nd Soils Engineer's Report. Mark Marlatte conducting inspections. Scope to be sent out to bid in May.
 - The Board would like to see the scope-of-work. Mr. West will email it to them.
7. 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. (Resident is on vacation until May).

8. 2016 Roofing Project - Building #2116 TC. and 8 carports at Entries 7, 7A, 8 and 9. Budget \$107,000. Sorenson Roofing cost (\$ 69,050.00). (Scheduled start date 5-2-16).

Mr. West will prepare a per box proposal regarding the replacement of fire extinguishers for the Board to review.

ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE:

Mr. Leinbach reported that YTD, there were 49 completions, 40 processed and 34 permits issued.

Ms. Kelzer reported that she hasn't seen a compliance report yet. Ms. Seltzer stated that the Board needs to discuss this issue. It would need to be determined who would monitor and prepare the report. Mr. Leinbach prefers a coordinated education program prior to sending compliance letters. Ms. Seltzer reported that it is not easy to educate everyone and get them to comply with the rules without anyone feeling singled out.

EMERGENCY PREPAREDNESS COMMITTEE

Mr. Adza reported that the weed abatement deadline will be set in a few weeks. It is done after the last rain. There was an EPO meeting on April 4. Dennis Bell gave his yearly presentation about what they do in a disaster.

Mr. Donner reported that his department is in touch with the County of Contra Costa and they will send everything about weed abatement to MOD. CERT classes start on April 12 through May 24.

COMMUNICATIONS COMMITTEE

Newsletter - Ms. Partovi reported that the newsletter went out last week. It was very well-received. Quarterly is too often. The goal is to have relevant information in it. They want to address resident concerns. Ms. Partovi thanked Mike Leinbach and Paul Donner for their help with the coupon article. She also thanked Carl Brown for updating the website regarding emergencies.

Ms. Seltzer thanked Ms. Partovi for her work on the newsletter.

POLICY COMMITTEE

Ms. Partovi reported that the Board has been working on the Mutual's policies. The Board meets twice monthly. They are trying to simplify the policies, but have them work well. They are working on Solar and Electric Vehicle Charging policies. After the policies are reviewed, they will be sent out to the membership for comments.

OFFICERS REPORTS

1. President's Report: None
2. Vice President: None
3. Treasurer: Mr. Leinbach reported that as of March the Mutual was \$11,000 better than budget. YTD, the Mutual is \$17,000 under budget. The accounts receivable aging shows that 77% of \$18,000 is attributed to two members.

4. Secretary: No report.

UNFINISHED BUSINESS

Ms. Kelzer thanked Paul Donner for pulling together the Legal Seminar for the Board members of all of the Mutuels.

NEW BUSINESS

Mr. Leinbach moved to send account #04020044 to collections. Ms. Partovi seconded and the motion carried without dissent.

ANNOUNCEMENT

The next regular board meeting is scheduled for May 16, 2016 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/ _____
Nancy Partovi, Secretary
Fourth Walnut Creek Mutual