

MINUTES  
FOURTH WALNUT CREEK MUTUAL  
MONDAY, JUNE 18, 2018 AT 1:30 P.M.  
BOARD ROOM – GATEWAY

President Swisher called to order a regular meeting of the Board of Directors of Fourth Walnut Creek Mutual at 1:30 p.m. on Monday, June 18, 2018 in the Board Room at Gateway complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: PRESENT:	Vicki Swisher	President
	Judy Becker	Vice President
	Kate Williams	Treas/Sec
	Sheldon Schwartz	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. Swisher welcomed fourteen residents in attendance.

APPOINTMENTS

Ms. Swisher reported that the Board would like to express their thanks to a member of Fourth Mutual, Ms. Eva Harren, who stepped forward to volunteer to fill the Board vacancy left following the resignation of Judy Southcott. The Board met with Ms. Harren to discuss her qualifications and explain Board duties. The Board position she would be filling expires August 2018, so it is the hope of the Board that she will decide to run in the upcoming election.

*Ms. Becker moved to approve the appointment of Eva Angver Harren to the vacancy left by Judi Southcott. Ms. Williams seconded and the motion carried without dissent.*

APPROVAL OF MINUTES

*Ms. Becker moved to approve the minutes as follows: May 21, 2018 - Regular Board Meeting Minutes, May 21 – Executive Session Meeting Minutes and May 8, 2018 – Executive Session Meeting Minutes. Ms. Williams seconded and the motion carried without dissent.*

RESIDENTS' FORUM

The residents' forum was held.

A resident asked the Board to consider adding address numbers to the southwest corner of his building at 2120 Tice Creek because he is concerned that emergency vehicles cannot locate the correct address. He also mentioned that 2128 Tice Creek might need additional numbers, too.

A resident discussed landscaping in Entry 8. He was promised trees and some other landscape items, but nothing has happened for 2 years. Ms. Becker advised him that a Crepe Myrtle will be planted there, along with some other plantings.

## MANAGEMENT REPORT

Mr. Donner reported that items will be covered on the agenda.

## PRESIDENT'S REPORT

Ms. Swisher reported on some of the information presented in the President's Forum on May 21.

- Waterford solar project - Trees are being planted to mask the metal structure. Completion expected in early July.
- Use of security cameras. Only Waterford has Mutual surveillance system. Some residents in other Mutuals have raised concerns about their neighbors installing video doorbells. In one case, a resident put a camera in the garage due to previous thefts and the camera was stolen. Fake cameras and signs may be useful in stopping carport thefts.
- BBQ policies - Vary by Mutual. Some are electric only, others only allow BBQs in common area, and some have no special provisions.
- Earthquake Insurance - Mutuals are not covered for earthquakes by the GRF blanket policy. However, CA Earthquake Authority insurance that would be purchased by individuals doesn't cover a lot of types of damage and has high deductibles.
- Political canvassing - Civil Code 4515 permits rights-of-assembly and non-commercial speech in HOAs by non-members. There was a problem with political canvassing prior to elections. The key to any restrictions by Mutuals is the code requires HOA "sponsors".

## TECHNOLOGY AND PREVENTATIVE MAINTENANCE TASK FORCE

Ms. Swisher reported the following:

### Last Month's Activities:

- Continued drainage inspection and mapping program
  - Continued to clear debris from catch basins and drain pipes; issuing work orders if pipe must be snaked or replaced; this is an ongoing effort.
  - Checking for catch basins that may have been missed during the installation of ¼ inch wire mesh under catch basin grates to stop debris from entering catch basin and plugging drainage pipes.
  - Continuing the preventive maintenance program to remove debris from wire mesh as needed.
- Continued inspections to identify tree roots impacting sidewalks and foundations. Results are provided to the MOD Landscape Manager to determine whether the roots can be removed without damaging the tree. Work orders are issued, as needed, to make repairs.

- Developing proposal for replacement of one trash enclosure with PVC vinyl material. First effort will be to replace the “doors only” on the enclosure with the worst dry rot issue.
- Continued obtaining lists of historical permits and inspections from the City of Walnut Creek for each manor / building in Mutual 4. This information is useful in determining historical problems and upgrades that can impact our preventive maintenance approach.
- Preparing a procedure, in conjunction with MOD Building Maintenance to test domestic water lines for low flow, under slab pipe leaks, and adequacy of pressure regulator.
- Obtained access to the EBMUD water reports for Mutual 4 (see attached). These reports allow the Board to make monthly and yearly comparisons to the water usage. These reports may provide evidence of major underground leaks when they occur.

Activities Scheduled for Next Month:

- Continue to perform inspections (drainage, irrigation, subfloor insulation, tree root problems).
- Finalize research on best available gutter liners and develop proposal for installation in one or two gutters showing signs of rust and splitting seams.
- Continue researching alternate roofing materials to increase warranty and lifetime of future roofing projects. 2-ply bitumen shows promise.
- Finalize Mutual alterations spreadsheet (e.g. changes to water line locations, types of piping used in alteration, installation of foundation piers, etc.). In conjunction with MOD, determine method of permanently documenting Mutual alterations.

Open Items:

- Inspection of buildings for evidence of wood rot
- Preparation of solar policy
- Preparation of electric vehicle policy
- Need to add members to Task Force

TASK FORCE ON PARKING

Ms. Williams reported that they are continuing to work on parking matters.

LANDSCAPE AND GROUNDS, FIRE CLEARANCE

Ms. Becker reported that the proposal from Terra Landscape for work to be done at 1233 Skycrest Entry 3, was approved in the amount of \$4,955. This is to remove lawn behind the manors and grade the area to allow for water flow away from the building, connect 7 down spouts to the existing drain line, install 150 of new plastic header board to aid in rock retention and to install approximately 11 yards of Lodi Rock.

Projects were completed and a weeping Cherry tree was installed at entry 11.

The Mutual is getting rehab work done this week with no charge for labor.

Ms. Pollon submitted her report as follows:

MAINTENANCE REPORT-No Change From May

All irrigation is now on for the season; please call the work order desk if evidence of irrigation malfunctions are suspected. Lavenders, Catmints and Sages are now coming into full bloom.

**LAWN MAINTENANCE** Mowing is occurring weekly and has been aerated. Reseeding is complete and some irrigation may be running several times during the day to keep germinating seed moist.

**WATER USE** Irrigation is on for the season and breaks are likely. If evidence of irrigation breaks are suspected please call the work order desk.

**ENTRY MAINTENANCE** Entry maintenance crews are working on removing any plants that are more than 70% dead, maintaining fire breaks, treating and removing weeds, and pruning Azaleas, Pieris and Sunset Golds as needed.

For all LANDSCAPE MAINTENANCE REQUESTS including pruning, irrigation and entry cleanup please contact the work order desk for immediate assistance.

**WORK ORDER DESK**

By phone: 988-7650

By email: [WORKORDER@ROSSMOOR.COM](mailto:WORKORDER@ROSSMOOR.COM)

LANDSCAPE REHAB REPORT

IRRIGATION REPORT Warm weather is upon us, please report suspected irrigation issues to the Work Order Desk

MOD CREW DAYS The next MOD crew days begin Monday, June 18<sup>th</sup> and will continue for 8 working days through June 27<sup>th</sup>. The scheduled projects are detailed in the attached document.

TREE ITEMS Skycrest entry 7 Liquidambar?

BOARD ACTION ITEMS To be reported by J. Becker

- Fire Abatement proposals-RECOMMEND APPROVING PHASE 1 AND 2

*Ms. Williams moved to approve the proposal from Waraner in the amount of \$3,600 for removal of bush and tree trimming in areas #1 and #2. Mr. Schwartz seconded and the motion carried without dissent.*

BUILDING MAINTENANCE REPORT

Mr. West reported the following:

INFORMATION ITEMS: Work in progress or completed.

1. Entry 10 - 2018 DuraLast Roofing Project for 13 Buildings – Contractor: A-One Construction

Scheduled for July – Notices will go out to residents at least one week in advance. First everyone will get a 2-week notice. They will start on July 2 at 1601 Skycrest.

2. 1301 SC #3 – Re piping of hot water line due to under slab leak – Contractor Five Star \$11,500.00 (work Completed).
3. 1605/ 1609 SC - Contractor: Five Star Construction – Fence & patio work. (work scheduled).
4. New Concrete walkway and light wiring install – Contractors; Five Star / Sang Electric.  
(work in progress). Entry 11
5. 6 Year Balcony Inspection Reserve funding – Estimating that \$57,200.00 to be included in the Helsing study under Balcony Inspections. This will include elevated stairwells, landings and breezeways. (for inspections due in 2024).
6. Helsing 2019 worksheet editing has been completed by MOD and sent to the board for review.

Mr. West reported that every 5 years a licensed electrician (Sang) comes in and checks the exterior and interior electrical panels. This includes the carports and utility closets.

#### ARCHITECTURAL CONTROL AND ALTERATIONS: COMPLIANCE

##### **Alterations Report:**

Resident alteration requests covering the period 12/01/2017 to 05/31/2018 include:

- 9 alterations approved by the Board are in progress
- 3 alterations were approved this month for an HVAC, balcony blinds, and a chairlift.
- 1 alteration was denied due to modification adding significant weight load to balcony.
- 31 alterations were completed.

There have been no compliance issues this past month.

#### EMERGENCY PREPAREDNESS COMMITTEE

Steve Adza reported that in 2010, the Mutual had goat grazing done as a means to do the fire break.

On June 20th, Fire Chief Robert Marshall will speak at the Event Center at 10 a.m. He will address BBQs and kitchen fires.

Entry 13 had some tree trimming done.

Mr. Adza will provide a list to the Board of areas of concern for tree trimming.

#### COMMUNICATIONS COMMITTEE

Ms. Williams reported Penny Wade asked her to remind everyone the deadline is in July for the summer newsletter. They will take out items that are not news worthy and have a separate document listing them. Mr. Schwartz would like information in the newsletter that would remind residents of various items such as how to separate trash for the appropriate bin.

#### POLICY COMMITTEE

Ms. Williams reported that the committee is back to work. They have scheduled two meetings in the next two weeks from 1-4pm.

### OFFICERS REPORTS

1. President's Report: Ms. Swisher reported that she would like to use the President's report as the mechanism for listing any work orders over \$500 that were signed during the past month by her per the requirements of the Board to ensure financial disclosure in the meeting minutes. There was only one work order other than those covered by the Landscape Committee report.
  - Replace drywall in bathroom and paint due to leak from domestic water line in 1901 Skycrest Drive #3 - \$1350 billable to owner Mutual
  - 3 other work orders are pending signature awaiting final bid for patio fencing for 1605 / 1609 Skycrest and a patio pad for 1605 #17.

Ms. Swisher reminded the Board of the upcoming August 2<sup>nd</sup> Annual Meeting. She reported that there are two wonderful volunteers, Ms. Caryl Adams and Ms. Thelma Bronet that are working on the food, decorations, and layout. The Board wants to thank these individuals for all of their efforts in preparing for a successful annual meeting. Invitations to join the dinner portion of the meeting should be mailed shortly. The cost per member is expected to be around \$12. The Board invites, as our guests to the dinner, Paul, Rick, Rebecca, and Anne.

2. Vice President: No report.
3. Treasurer: Ms. Williams read her Treasurer's report. As of 05/31/18, the YTD Reserve Fund balance is \$1,610,896 and the YTD Mutual Operating Fund balance is \$76,543. Both show an excess of revenue over expenses. For the month of May, Mutual operating expenses were over the budget by \$8,700. Expenditures in Utilities, Professional Services, and Other General and Administration were higher than budgeted, while expenditures in Building Maintenance and Public Works and Landscape Maintenance were lower than budgeted.  
Delinquent Accounts: Fourth Mutual continues to have one account that is 90 days overdue. The Board previously voted to approve a payment plan with the owner. The owner has not been paying. The Board is taking steps to ensure payment is forthcoming.
4. Secretary: No report.

### UNFINISHED BUSINESS

None

### NEW BUSINESS

None

### ANNOUNCEMENT

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

### ADJOURNMENT

Having no further business, the meeting adjourned at 2:48 p.m.

/s/ \_\_\_\_\_  
Anne Paone, Assistant Secretary  
Fourth Walnut Creek Mutual

\*\*\*The Board of Directors met in executive session on March 19, 2018 at 3:00 p.m. to discuss the following:

1. Contracts – Board reviewed items waiting for contracts. Painting contract requires an addendum for a manor requiring work.
2. Member Matters – Letter to be sent for debris on roof-safety hazard and letter to be sent for noxious odor issues.

Having no further business, the executive session adjourned at 4:30 p.m.

\*\*\*The Board of Directors met in executive session on April 11, 2018 at 1:30 p.m. to discuss the following:

1. Personnel – Board reviewed possible resignations of 2 Board members.
2. Legal Matters – Letter sent for Loss-of-Use claim, procedure for Board emails
3. Member Matters – Continuing debris on roof violation-fine imposed, non-permitted activity in carport-letter to be sent.
4. Payment Plan – payment missed-Member Records to be advised of possible sale.

Having no further business, the executive session adjourned at 4:30 p.m.

\*\*\*The Board of Directors met in executive session on May 8, 2018 at 3:30 p.m. to discuss the following:

1. Legal – Unauthorized occupant violation-Board to speak to attorney, Loss-of-Use Claim: no response to date.
2. Contracts – Discussion of various contracts.

Having no further business, the executive session adjourned at 4:45 p.m.

\*\*\*The Board of Directors met in executive session on May 21, 2018 at 2:45 p.m. to discuss the following:

1. Member Compliance – Resident with storage items in carport not complying. Board to address.
2. Contracts – Discussion of contract with Rebecca Pollon.

Having no further business, the executive session adjourned at 3:50 p.m.

