

MINUTES  
FOURTH WALNUT CREEK MUTUAL  
MONDAY, JUNE 20, 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, June 20, 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

EXCUSED: Pauline Kelzer, Director

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

Mr. Cardinal welcomed nine residents in attendance.

APPROVAL OF MINUTES

*Mr. Leinbach moved to approve the minutes of the regular session Board meeting of May 16, 2016. Ms. Seltzer seconded and the motion carried without dissent.*  
*Ms. Seltzer moved to approve the minutes of the executive session Board meeting of May 16, 2016. Mr. Leinbach seconded and the motion carried without dissent.*  
*Ms. Seltzer moved to approve the minutes of the special session Board meeting of May 12, 2016. Mr. Leinbach seconded and the motion carried without dissent.*  
*Mr. Leinbach moved to approve the minutes of the executive session Board meeting of April 18, 2016. Ms. Seltzer seconded and the motion carried without dissent.*

RESIDENTS' FORUM

Louise Venetucci – Ms. Venetucci asked that someone look at entry 14 on Skycrest. She was unhappy that junipers had been removed and replaced with gorilla hair. There is quite a bit of dirt there. She would like to have some mulching placed there. Ms. Seltzer reported that landscaping is done in phases. There are no further plans for that area, but Ms. Pollon and Ms. Seltzer will look at the budget.

Linda Sterling – Ms. Sterling wanted to talk about fines imposed on her. She agreed to discuss the matter in executive session.

Bev Terlep – Ms. Terlep suggested placing big items that would be done by the Mutual on hold until the Mutual knows what will happen with her building. Mr. Cardinal advised her that those items have been budgeted for, but the Board will meet with Mr. Donner, Mr. West and Mr. Chakoff to discuss options for her building at 2128 Tice Creek.

ENTRY REPRESENTATIVE'S REPORTS

Steve Adza of entry 13 reported that there is gorilla hair where junipers were removed. Ms. Pollon explained that gorilla hair holds moisture and meets fire standards.

MANAGEMENT REPORT: Paul Donner

Mr. Donner reported that the MOD dividend money is in the operating fund. The amount of the dividend is \$8,968. He explained that whenever there is an operating surplus, MOD requests that GRF approve returning the money back to the Mutuals on a per manor basis. There was an excess of \$200,000.

PRESIDENT'S REPORT: Don Cardinal

Mr. Cardinal reported that the presidents met on May 23, 2016. There was some discussion that GRF censures some clubs and not others. Mr. O'Keefe stated that this is private property and therefore GRF may have some things removed.

Golf cart registration begins on July 1. There is a \$10.00 one-time fee to register the golf cart. This will help to find out how many electric carts there are because they are using Mutual electricity.

Co-occupancy was discussed. Sub committees will meet to define exactly what a co-occupant really is. Presidents should be careful before signing the co-occupancy forms.

GRF discussed Marin Clean Energy (MCE).

PG&E will continue to be paid for transmission as their wires are being used.

LANDSCAPE AND GROUNDS, FIRE CLEARANCE:

Ms. Seltzer reported that there are 17 days allocated to the Mutual for rehab work. There are three rehabs being done this year – E15, Tice A, and E13.

Residents are still using the common area and it is an issue.

Ms. Pollon reported the following:

LAWN MAINTENANCE: Mowing is weekly. The next fertilization will be at the end of this month. Lawns are being watered every 2-3 days.

ENTRY MAINTENANCE: Entry crews are working on scheduled pruning, spot spraying weeds, leaf cleanup.

TREE MAINTENANCE: Waraner has removed a large dead Pine in entry 12, two Pines in entry 3, and are in the process of removing a dead Pear and a dead Redwood in entry 8. Beetles have been found in more trees and a permit has been applied to remove an additional Pine tree in entry 12.

LANDSCAPE REHAB: Rehab work is currently in progress throughout the mutual. No single plants will be replaced in this phase, replacement plants will be installed in the winter when the need for establishment irrigation will not be as high.

Ms. Pollon reminded everyone to call MOD or contact Ms. Seltzer if they want a change in landscaping.

BUILDING MAINTENANCE REPORT

Mr. West reported the following:

ACTION ITEMS: Proposal review and approval.

1. 1617 SC #24 – Fence is falling over – estimates for 5 sections of fencing plus gate and posts. - AR Construction \$3,170.00. (presented to the board).

*Ms. Seltzer moved to approve the proposal from Five Star in the amount of \$1,275 for 30 linear feet of fencing plus gate and posts. Mr. Leinbach seconded and the motion passed without dissent.*

2. Estimate for painting all red curbs in the mutual ( presented to the board).  
*Ms. Seltzer moved to approve the proposal from Five Star in the amount of \$4,395. Ms. Partovi seconded and the motion carried without dissent.*  
This was budgeted for in the Helsing Report.
3. Trash Enclosure – 1905 carport # - 42 square feet of sidewalk is tripping hazard.  
*Ms. Seltzer moved to approve the proposal from Five Star in the amount of \$1,050. Ms. Partovi seconded and the motion carried without dissent.*

INFORMATION ITEMS: Work in progress or completed.

1. 2016 Roofing Project - Building #2116 TC. and 8 carports at Entries A, 7A, 8 and 9. Sorenson Roofing cost (\$69,050.00) Budget (\$107,000.00). (Start date 5-2-16.) (work in progress).
2. 2128 TC – Soils Engineer Report and Structural Engineer drawings Sent to the Board for review and put out to bid. Dead line for receiving proposals 6/17/16. / 2<sup>ND</sup> Floor Level Survey to be conducted by GEC - estimate \$2,500. (Scheduled).
3. New 10-year Lithium battery smoke detectors - Sang Electric \$20,900.00 (start date 6/20/16).
4. 1910 SC Bldg. – Replacement of posts and deck beams due to dry rot. AMAC \$30,000.00 (work in progress).
5. 2116 TC Bldg. – 3 mutual skylights cracked. Sorenson replacement cost \$ 951.25. (work in progress).
6. 1605 SC #18 / 1609 SC #19 – GEC to conduct floor level survey's. Estimated cost \$2,000.00 (Scheduled).
7. 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. (completed).
8. 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. (completed).
9. 1801 SC #1 – Rear Balcony dry rot repairs completed by AMAC. New deck coating. - Perfect Paint \$5,700.00. (completed).

10. E- 11/15 – Concrete grinding due to tripping hazards Five Star Cost \$280.00.  
(completed).

11. 1509 SC #6 – Rear deck repair AMAC \$1,780.00 for carpentry / Perfect Paint  
\$3,625.00 for deck coating (completed).

Mr. West reported that he had a proposal from AMAC for 2128 Tice Creek. The range was from \$4,000,000 - \$4,500,000.

Mr. Wilhite, Chief engineer at Engineered Soil Repairs, Inc. reported the price range is \$250,000 - \$325,000, but may be slightly higher. \$1,500,000 would be the worst case.

Mr. Cardinal reported that he found cigarette butts on top of the carports and on the ground. This is very dangerous. The cigarettes burn the dura-last and this might void the warranty. Mr. Cardinal advised the membership that it costs about \$3,000 to remove a tree. There is money built into the budget, but sometimes it is not enough.

Mr. West stated that the Board should get together to review the Helsing report. Mr. Cardinal responded that they can look at the items and, if appropriate, may decide to delay some repairs.

#### ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE:

Mr. Cardinal reported that YTD, there were 28 completions, 19 processed and 13 permits issued. In May, one home sold for \$502,000.

#### EMERGENCY PREPAREDNESS COMMITTEE

Mr. Cardinal reported that tractors and weed eaters are in the process of doing fire abatement.

#### COMMITTEE

Newsletter - Ms. Partovi reported that the next edition of the newsletter is scheduled for the end-of-summer. Carl Brown is still updating the website for the Mutual.

#### POLICY COMMITTEE

Mr. Cardinal reported that Ms. Partovi is doing a wonderful job on the policies. In about a month, they will send them to the attorney for review. Then the policies will be sent to the membership for a 30-day comment period.

Ms. Partovi reported that the Board has been meeting for about a year every 2-3 weeks.

#### OFFICERS REPORTS

1. President's Report: None
2. Vice President: Ms. Seltzer would like to see more residents volunteering.
3. Treasurer: Mr. Leinbach reported that as of May, there was a slight income over expenses. There was a lot of tree maintenance work done. YTD, the Mutual is

better than budget with \$14,000 in the operating account. Two people are responsible for 83% of the outstanding debt.

4. Secretary: No report.

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

- A. Anne Paone was appointed by the Board as Inspector of Elections.
- B. Mr. Cardinal announced that the annual meeting will be held on August 4, 2016. It will be in the Fireside Room at Gateway. Following the meeting, there will be a dinner. Information will be mailed to the membership shortly.

#### ANNOUNCEMENT

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

#### ADJOURNMENT

Having no further business, the meeting adjourned at 2:27 p.m.

/s/ \_\_\_\_\_  
Nancy Partovi, Secretary  
Fourth Walnut Creek Mutual