

MINUTES  
FOURTH WALNUT CREEK MUTUAL  
MONDAY, JULY 16, 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, July 16, 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:                            Eva Angvert Harren, Director

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 six residents in attendance.

APPROVAL OF MINUTES

*Ms. Williams moved to approve the minutes as follows: June 18, 2018 - Regular Board Meeting Minutes, June 18, 2018 and June 13, 2018 – Executive Session Meeting Minutes. Ms. Becker seconded and the motion carried without dissent.*

RESIDENTS' FORUM

The residents' forum was held.

A resident reported there was a presentation on fire June 20<sup>th</sup> . Maintenance of fire trails was discussed. Mr. Donner reported that Contra Costa County Fire maintains the actual fire trails. GRF does the disking.

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 June 25.

- Waterford solar project is completed. Ribbon cutting was on July 9.
- Mutual Electrical Inspections - Mutual 4 asked other Presidents whether they found problems during their 10-year electrical inspections and costs for upgrades. No one was aware of this program and wanted to know basis for this requirement. Mutual 4 indicated this was in our Reserve Study
- Fire Safety - Discussed methods of providing information from June 20 presentation by Contra Costa County Fire Marshall to Mutual residents.

- Defensible Space for Fire Protection - The question discussed was whether the Owner of the property or Owner of a structure was responsible for clearing the 100 feet adjacent to a structure for fire abatement. Legal counsel and fire department indicated this is not clearly defined. Therefore the Mutual may need to pay for fire abatement on GRF property within the 100 foot defensible space next to a Mutual building.
- Collection Policies - CFO explained what collection policies are permitted by California law and the standards used by MOD in support of each Mutual.
- Electrical Vehicle Charging Stations - GRF explained anticipated parking and rate policies that will be incorporated at Gateway, the Fitness Center, and the Event Center. After GRF Board vote, this information will be published in the Rossmoor News. Gateway chargers scheduled for completion within 2 - 3 weeks.

### 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; issued work orders if pipe must be snaked or replaced; this is an ongoing effort.
  - 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.
- 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.
- Prepared 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. Board to vote on going forward with using draft procedure on one building (see attached).
- Identified test case for evaluating gutter liners.
- Continued to evaluate EBMUD water reports for Mutual 4 to identify evidence of major underground water leaks.
- Completed example of Mutual alterations spreadsheet (e.g. changes to water line locations, types of piping used in alteration, installation of foundation piers, etc.). Working with MOD to determine method of permanently documenting this information (see attached).

#### Activities Scheduled for Next Month:

- Continue to perform inspections (drainage, irrigation, subfloor insulation, tree root problems).
- Determine whether EBMUD will refund monies for 2 - 3 year hot water line leak on one of our manors.
- Finalize work order 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.
- Document 2-ply bitumen roofing material as alternative to Dura-Last to increase warranty and lifetime of future roofing projects.

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. They are almost finished interviewing residents and will write a report. She will provide the report to the Board.

LANDSCAPE AND GROUNDS, FIRE CLEARANCE

Ms. Becker reported that 1609 Skycrest looks great. The rotten retaining walls have been cleaned out. The dead lawn in Entry 10 has been removed.

*Ms. Becker moved to approve the proposal from Terra Landscape for work on the hillside between entries 3 and 7 Skycrest Drive in the amount of \$12,220. Mr. Schwartz seconded and the motion carried without dissent.*

Ms. Pollon suggested that 4 Ginko trees be removed.

*Ms. Becker moved to approve the proposal from Terra Landscape for work at 1209 Skycrest, Entry 3 in the amount of \$2,380. Mr. Schwartz seconded and the motion carried without dissent.*

Ms. Becker reported that plants will be installed around the stump.

Ms. Pollon submitted her report as follows:

SUMMER 2018 MAINTENANCE REPORT

Warm days are upon us and with them residents can look forward to blooming Oleanders, St John's Wort and Crepe Myrtle trees.

**LAWN MAINTENANCE** Lawns have been aerated and fertilized. Mowing is occurring weekly and lawns are being edged on alternating weeks.

**WATER USE** Irrigation will continue to become more frequent as the temperatures rise. Residents can assist in conserving water

and keeping the landscape healthy by reporting water leaks and irrigation breaks. If a break is suspected please report the location to the work order desk.

**ENTRY MAINTENANCE** Entry maintenance crews are performing summer pruning tasks including tip pruning shrubs and hard pruning Catmints and Daisies.

### RESIDENT REQUESTS

If you have landscape *maintenance* requests (pruning or irrigation), please direct them to the MOD work order desk. If you have landscape *improvement* requests please contact your mutual landscape representative.

#### **WORK ORDER DESK**

By phone: 988-7650

By email: WORKORDER@ROSSMOOR.COM

### LANDSCAPE REHAB REPORT

**MOD CREW DAYS:** MOD crew days for the spring season are complete. The projects performed are attached. Final materials cost has not yet been processed. The crews will now be moving onto irrigation assistance for the summer months and will return in fall for 13 days in late October/early November 2018.

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

**TREE ITEMS:** The City of Walnut Creek is now requesting that an engineer must make a formal assessment to determine that a tree needs to be removed on the basis that it is damaging a building foundation.

**BOARD ACTION ITEMS:** None

Ms. Pollon reported the City of Walnut Creek has requirements in place that if there is a request to remove a tree affecting a building foundation, an engineer's report must be attached to the request.  
Fire abatement will be finalized this week.

### BUILDING MAINTENANCE REPORT

Mr. West reported the following:

#### **ACTION ITEMS: Proposal review and Approval**

1. Exterior electrical Panel inspection and Lube – Contractor Sang Electric. NTE \$5,000.00 (Estimate presented to the board).

Mr. West reported that PG&E doesn't let you touch their meters. The Mutual can comply with Helsing by checking the interior panels. He will have Sang check the carports to see if they are safe or if they need GFIC installed.

INFORMATION ITEMS: Work in progress or completed.

1. Entry 10 - 2018 DuraLast Roofing Project for 13 Buildings – Contractor: A-One Construction  
Start Date: July 9th. (work in progress).
2. 1605/ 1609 SC - Contractor: Five Star Construction – Fence & patio work. (work scheduled).
3. MOD inspecting Buildings for water pressure and slab leaks.
4. 2128 TC / 2120 TC – Address signage – Contractor: MOD  
(Signs will be installed as soon as they arrive).

Mr. West reported there is a new fire inspector and he's finding things that Cintas isn't up-to-date on.

ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE

Alterations Report:

Resident alteration requests covering the period 01/01/2018 to 06/30/2018 include:

- 9 alterations were approved by the Board and are in progress
- 3 alterations require clarification by the Board before approval.
- 1 alteration is on hold pending sale negotiations.
- 29 alterations were completed.

There have been no compliance issues this past month.

EMERGENCY PREPAREDNESS COMMITTEE

Steve Adza reported at the June EPO meeting there was a Counseling office presentation. For the July Entry Co-Ordinator's meeting, CERT set up a complete command post. FRS has about 50-60 check-ins on Saturdays. HAM – no change in the number of operators.

COMMUNICATIONS COMMITTEE

Ms. Williams reported July 30<sup>th</sup> is the deadline for newsletter articles. They are trying to only include pertinent issues and not have repeat topics.

POLICY COMMITTEE

Ms. Williams reported that the committee continues to work. They currently have 4 meetings scheduled.

Ms. Swisher reported that she would like to point out that the Policy Committee identified, as part of their review process, that the Mutual Board is not required to sign off on Designated Occupants when they register with Member Records. After discussions with Member Records and Chris Preminger, the Board has prepared a draft Mutual Registration Form. Once final approval is obtained from the Board and our attorney, the Form will be

submitted to Chris Preminger for incorporation into Member Records.

### 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 were three work orders other than those covered by the Landscape Committee report.
  - Installation of replacement patio at 1605 Skycrest Drive #17 - \$4500 billable to Mutual
  - Installation of replacement patio fence at 1605 Skycrest Drive #18 - \$1585 billable to Mutual.
  - Installation of replacement patio fence at 1609 Skycrest Drive #19 & #20 - \$3715 billable to Mutual

Also, Ms. Swisher summarized the Board's plan for the upcoming August 2 Annual Meeting. The intent is to have only one 5-minute presentation by the Board to summarize highlights of the past year. This will allow the Member's Forum to have approximately 40 minutes for questions and comments. The Board members and MOD representatives will be asked to respond to these comments and questions, as appropriate. The reason for this change in Annual Meeting agenda is to permit more interaction with the Mutual members and be able to determine areas of interest to a majority of the members.

She thanked our wonderful volunteers, Ms. Caryl Adams and Ms. Thelma Bronet for working on the food, decorations, and room layout. Invitations to join the dinner portion of the meeting were mailed out by Anne Paone. Checks must be received by July 25 to finalize the headcount. As indicated in the previous meeting, 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 06/30/18, the YTD Reserve Fund balance is \$1,606,775 and the YTD Mutual Operating Fund balance is \$85,552. Both show an excess of revenue over expenses. For the month of June, Mutual operating expenses were over the budget by \$9,009. Expenditures in Utilities, 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 the Annual Meeting scheduled for August 2, 2018 at 4:00 p.m. in the Fireside Room at Gateway.

ADJOURNMENT

Having no further business, the meeting adjourned at 2:50 p.m.

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

\*\*\*The Board of Directors met in executive session on June 18, 2018 at 3:00 p.m. to discuss the following:

1. Personnel, Legal, Member Compliance – co-occupants. Board to investigate. Outstanding Accounts – Board identified members. Ms. Williams to follow-up.

Having no further business, the executive session adjourned at 4:15 p.m.

\*\*\*The Board of Directors met in executive session on June 13, 2018 at 1:30 p.m. to discuss the following:

1. Personnel – Board reviewed possible candidates to fill vacancy.
2. Contracts – Various Mutual contracts were reviewed by the Board.
3. Member Matters – Carport clutter
4. Payment Plans – Board reviewed status of approved plans regarding payments.

Having no further business, the executive session adjourned at 2:56 p.m.