

MINUTES
FOURTH WALNUT CREEK MUTUAL
MONDAY, JULY 18, 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, July 18, 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 twenty residents in attendance.

RESIDENTS' FORUM

Sheila Gorsuch – Ms. Gorsuch was representing Linda and Carl Brown, as they were unable to attend the meeting. They would like Ms. Seltzer to speak to Linda about the landscaping behind their building. Ms. Seltzer said that she will do so. Mr. Brown wants the landscape projects list to post on the website.

Judy Becker – Ms. Becker stated that oleanders were planted on a slope below the backyard of the manors, but they will grow to 14-18 feet. If they grow as expected, they will block the views of the manors. This will affect the price of the manors and the residents' enjoyment of the views.

Another resident agreed with Ms. Becker and thinks they are a fire hazard. Mr. Cardinal reported that the Board will look into it. Ms. Seltzer and Ms. Pollon will advise the Board.

APPROVAL OF MINUTES

Mr. Leinbach moved to approve the minutes of the regular session Board meeting of June 20, 2016. Ms. Seltzer seconded and the motion carried without dissent.

Ms. Seltzer moved to approve the minutes of the executive session Board meeting of June 20, 2016. Mr. Leinbach seconded and the motion carried without dissent.

Ms. Seltzer moved to approve the minutes of the executive session Board meeting of June 2, 2016. Mr. Leinbach seconded and the motion carried without dissent.

ENTRY REPRESENTATIVE'S REPORTS

Dulcie Andres reported that Entry 10 doesn't get weeded or have the leaves blown out of the front yards along the walkway. Mr. Cardinal responded that a resident may call MOD about it.

Entry 15 rep asked that the Board consider grass for Entry 15 and some drought resistant plants. She doesn't want to see wood chips all over.

MANAGEMENT REPORT: Paul Donner

No report.

PRESIDENT'S REPORT: Don Cardinal

Mr. Cardinal reported that there has been concern regarding parking. Some entries have a lot of parking and some don't. This is how the Mutual was built.

Co-occupancy was discussed at the Presidents' Forum. The Mutuals are trying to define what co-occupancy actually means. This term was created by Rossmoor. The Mutuals are trying to figure out how to incorporate this term into the Mutuals' policies.

Golf cart registration is in force. The resident fills out a form and receives a sticker for a \$10 fee. Then there will be a record of who owns the golf cart. Some are abandoned and some are stolen.

Tony Grafals, General Counsel for GRF and Chris Preminger, Business Operations Manager discussed co-occupancy. There is a new site manager for Securitas. Her name is Maloa Jenkins. She has lots of experience.

A representative from Central Contra Costa Solid Waste Authority spoke about recycling. She advised that it is much better to sort trash appropriately.

LANDSCAPE AND GROUNDS, FIRE CLEARANCE:

Ms. Pollon reported the following:

LAWN MAINTENANCE: Mowing is weekly. Lawns are being watered every 2-3 days. Reports to the work order desk are always appreciated if you see brown spots appear in case there is an unknown irrigation problem. Watering depends on the weather.

ENTRY MAINTENANCE: Entry crews are working on scheduled pruning, spot spraying weeds, leaf cleanup, every 4-6 weeks.

TREE MAINTENANCE: A permit has been granted for the large remaining Monterey Pine in entry 11 due to Bark Beetle infestation. Permits have been submitted to the city for two pine trees behind unit 1609 in entry 10. Both are heavily infested with Pine Bark Beetles. No other tree removal permits are outstanding.

LANDSCAPE REHAB: Lawn removals and rehab work is currently in progress throughout the mutual and will continue until at least the second week of August. Projects include 2001 Skycrest, 1833 Skycrest, 1932 Skycrest and 2144 Tice Creek. 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. Several plants have been identified so far and additional requests should be directed to Sara Seltzer. The Mutual will receive a rebate from EBMUD.

Ms. Seltzer reported that she and Ms. Pollon will review Entry 15's lawn area. The Board will be presented with a list of manors that are unoccupied and the landscaping is not being attended to. Tree removals will make areas healthier. They will review replacements. Ms. Seltzer reported that mulch is being stolen. This is vandalism. Rehab is moving according to schedule.

Mr. Cardinal reminded the membership not to go into Mutual common areas and do gardening. That property belongs to the Mutual, not individuals.

BUILDING MAINTENANCE REPORT

Mr. West reported the following:

ACTION ITEMS: Proposal review and approval.

1. 2128 TC – Building Re-leveling Bid Proposals (presented to the board).
AcuStruct: \$483,000 Bay Area: \$399,725 AMAC \$4,000,000

Mr. Cardinal reported that the Board will sit with Mr. Chakoff and Mr. Donner to discuss finances to fund this project. There is no start date yet for the work.

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 – 2ND Floor Level Survey to be conducted by GEC - estimate \$2,500. (Scheduled for 7/19/16).
3. New 10-year Lithium battery smoke detectors - Sang Electric \$20,900.00 (start date 6/20/16 in progress). 206 completed units-80 remaining
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 7/25/16).
7. 1617 SC #24 – New fence - Five Star \$1,275.00. (Scheduled 7/18/16).
8. Red curbs painting all mutual entries. (completed).

ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE:

Mr. Cardinal reported that YTD, there were 33 completions, 18 processed and 14 permits issued.

EMERGENCY PREPAREDNESS COMMITTEE

Sheila Gorsuch is the secretary to the Rossmoor committee. She reported that there is a meeting on the first Monday of every month. On August 1 at 9:30, there will be a Family Radio Service (FRS) instruction. On September 24 at Hillside from 10-2 p.m., there will be a Safety Fair. Mr. Cardinal asked Ms. Gorsuch to give a monthly report to the Mutual.

COMMUNICATIONS COMMITTEE

Newsletter - Ms. Buonaccorsi reported that they are getting ready to do a newsletter for the end of the summer. There will be a human interest story, an article on fire extinguishers, and an article on how to use work orders.

POLICY COMMITTEE

Ms. Partovi reported that the Board has gone through the policies and are reworking some of them. They will have a meeting to review the policies and then when completed, they will be sent to the attorney for review. The residents will have 30 days to comment on them. The Board is looking at electric vehicles and charging stations.

OFFICERS REPORTS

1. President's Report: None
2. Vice President: None
3. Treasurer: Mr. Leinbach reported that as of June, revenue exceeded expenses by \$1,000. YTD, the Mutual is better than budget by \$10,000. There is \$17,000 in accounts receivable aging, but 80% of that is one person.
4. Secretary: No report.

UNFINISHED BUSINESS

Mr. Cardinal reminded the membership about the Annual Membership Meeting and Dinner on August 4th. There will be entertainment by the Ukulele Club.

NEW BUSINESS

Ms. Seltzer reported that a resident in Entry 13 had two front tires slashed in her carport. It was also announced that Sheila Peverill passed away on June 14th. Ms. Peverill had previously served on the Board of Directors and the Board was saddened to hear of her passing. They send condolences to her family.

ANNOUNCEMENT

The next regular board meeting is scheduled for September 19, 2016 at 1:30 p.m. in the Board Room at Gateway.

The next meeting will be the Annual Members Meeting and Dinner scheduled for August 4, 2016 at 4:00 p.m. in the Fireside Room at Gateway.

ADJOURNMENT

Having no further business, the meeting adjourned at 2:30 p.m.

/s/ Nancy Partovi, Secretary
Fourth Walnut Creek Mutual