

MINUTES
FOURTH WALNUT CREEK MUTUAL
MONDAY, SEPTEMBER 17, 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, September 17, 2018 in the Board Room at Gateway complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: PRESENT: Vicki Swisher President
 Kate Williams Treas/Sec
 Sheldon Schwartz Director
 Eva Angvert Harren, Director

ABSENT: Judy Becker Vice President

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 12 residents in attendance.

Ms. Swisher announced the resignation of Judy Becker. Ms. Becker felt it was time to step down due to medical reasons and having passed a milestone birthday. She accomplished her goal of completing all of the major landscaping projects on her list.

Ms. Swisher thanked her for her excellent service and perseverance in completing her list of landscaping projects.

The Board will discuss a successor for the Board at another time.

APPROVAL OF MINUTES

Ms. Williams moved to approve the minutes as follows: July 16, 2018 - Regular Board Meeting Minutes, July 11, 2018 and July 31, 2018 – Executive Session Meeting Minutes and August 2, 2018 Annual Meeting Minutes and August 2, 2018 Organizational Meeting Minutes. Mr. Schwartz seconded and the motion carried without dissent.

RESIDENTS' FORUM

The residents' forum was held.

A resident requested more lighting on the S/E corner of 2108. Ms. Swisher asked Mr. West to have someone check on the lighting.

A resident asked about carpeting in the entry of her unit. This is a resident responsibility. An alteration needs to be submitted to install carpeting there.

A resident requested signage to keep cars from parking near the carport area. They block her from getting out of her carport. Ms. Williams reported that they can get the signage installed now.

A resident reported a leaking fire hydrant in Entry 10. Mr. West will check. A resident reported a small area of triangular shaped trees rubbing on the roof of the building at 1601 Skycrest. Ms. Pollon will check.

MANAGEMENT REPORT

Mr. Donner reported that they are working on the budget. At this point, it looks like the GRF portion may increase by \$6.81.

PRESIDENT'S REPORT

Ms. Swisher reported on some of the information presented in the President's Forum for the July and August meetings.

- Upgraded GRF & Mutual Websites - Rossmoor website is scheduled for updated format by the end of 2018. This website will continue to provide access to the Mutuals' governance documents and meeting minutes. One of the Mutuals asked if GRF could host Mutual websites. Although this may be possible, the IT software and hardware costs need to be paid by the Mutuals. Currently only Mutual 4 and Mutual 68 have websites. There was little interest by the other Mutuals to add a website at this time.
- Trash Removal - Paul discussed the latest changes to the Republic Service agreement for trash removal. Happily he was able to negotiate better pricing. It was also pointed out that each Mutual can ask for a second recycle bin pick-up each week for free if the bins are expected to be at least 80% full.
- Designated Occupant Registration Form - Discussed the need for a Designated Occupant Registration Form that is signed by a Board member. The previous Form was modified by Member Records a few years ago and it no longer requires a signature by a Mutual Board. This is needed to be in compliance with most Mutual governance documents.
- Responding to Difficult Homeowners - Penny Reed, our GRF Counseling Services Manager, gave an excellent presentation on how Board members should respond to difficult situations with manor owners. All the Presidents agreed this presentation should be provided to all Board Directors in the near future.
- Contractor Work Rules - The Mutual Presidents asked GRF what options were available for dealing with contractors that continuously violate Mutual policies regarding working hours, noise, debris disposal, and poor workmanship. It was pointed out that Mutual Boards need to notify the MOD Alterations Dept. so they can meet with the contractors to discuss the issues. If the contractor continues to violate the rule, they can be banned from working in Rossmoor.
- Dryer Vent Cleanout - Condo residents need to be notified that Contra Costa County now has an ordinance requiring dryer vent cleanout every 2 - 3 years.
- Fire Inspections - A discussion was held regarding potential fire hazards from debris and combustible materials left in carports, particularly those under manors. One Mutual had an inspection from the Fire Department and received numerous violations.
- Autonomous Vehicle Delivery Service - GRF discussed a pilot project that will

commence soon involving meal deliveries from Creekside Grill to residents by an autonomous vehicle the size of a large cooler. A San Francisco company is sponsoring the project. So don't be surprised if a cooler on wheels drives by you on one of the sidewalks in Rossmoor.

TECHNOLOGY AND PREVENTATIVE MAINTENANCE TASK FORCE

Ms. Swisher reported the following:

Last Month's Activities:

- Identified a second trash enclosure to include in the PVC vinyl replacement test program. This enclosure is in entry #7 Skycrest Drive and will require both doors and walls to enlarge the enclosure.
- Obtained bids for the exterior dry rot repair and painting of 1409 Skycrest Drive entry #8. Need to provide bidders with specification sheets for 2 or 3 types of ceramic-based paint to test paint performance.
- Evaluated problem with window framing separation in one manor at 2128 Tice Creek. Need to determine warranty and Mutual responsibility for repair.
- Continued drainage program by clearing debris from catch basins and drain pipes and removing 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.
- Board approved going forward with procedure to test domestic water lines for low flow, under slab pipe leaks, and adequacy of pressure regulator. 5 Star Contractor to provide a bid on performing the work on building 1902 Skycrest Drive.
- Identified test cases for evaluating gutter liners and awaiting bid from 5 Star Contractor to start work following the November gutter cleanout.
- Continued to evaluate EBMUD water reports for Mutual 4 to identify evidence of major underground water leaks.
- Developing a computer program to permit entry and retrieval of Mutual modifications data that could impact future work (e.g. changes to water line locations, types of piping used in alteration, installation of foundation piers, etc.). Completed discussions with Mutual and Trust Operations Director to implement this program for use by other Mutuals and MOD personnel. Target completion date for beta testing is end of October.

Activities Scheduled for Next Month:

- Continue to perform inspections (drainage, irrigation, subfloor insulation, tree root problems).

- Awaiting proposal for replacement of one trash enclosure with PVC vinyl material. First effort is to replace the “doors only” on the enclosure in entry #1 Skycrest Drive.
- Completing procedures for water pressure and leak testing of additional buildings.

Open Items:

- Inspection of buildings for evidence of wood rot.
- Preparation of solar policy.
- Preparation of electric vehicle policy (waiting for external electrical inspection by Sang Electric).
- Documenting 2-ply bitumen roofing material as alternative to Dura-Last to increase warranty and lifetime of future roofing projects.

The Task Force wants to welcome our newest member, Diane Buonaccorsi.

TASK FORCE ON PARKING

Ms. Williams reported that two vehicles have been moved that were illegally parked. A vehicle was blocking a garbage truck from entering. They will paint a red curb to stop people from parking in that area. Ms. Swisher will do a work order for this request.

LANDSCAPE AND GROUNDS, FIRE CLEARANCE

Ms. Pollon submitted her report as follows:

FALL 2018 MAINTENANCE REPORT

As the weather cools and the day lengths shorten irrigation will become less frequent even if the warm weather continues.

Residents can look forward to the fall colors of Red Maples, Liquidambars and Nyssas.

LAWN MAINTENANCE Lawns will be over seeded between October 1st and November 15th.

WATER USE August is the highest water consumption month of the year due to high temperatures and long day lengths. After September irrigation use will continue but drop steeply even if warm weather continues.

ENTRY MAINTENANCE Entry maintenance crews will finish summer pruning tasks and start transitioning to fall cleanup.

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

INFORMATIONAL ITEMS

MOD CREW DAYS: MOD will return for 13 days in early November. The landscape representative and I will walk ahead of time to identify projects to undertake with these allocated days.

TREE ITEMS: Permit applications to remove 2 trees have been submitted to the city of Walnut Creek as follows

- 1941 and 1957 Skycrest 2 Pine trees

Permission was received from the city and by the board to remove a Pine tree at 1909 Skycrest. That work will occur in the coming weeks

BOARD ACTION ITEMS: None

Ms. Pollon reported there is \$8,000 left in the budget because they are waiting for two more invoices. There is \$10,000 in the tree budget and they are also waiting for invoices. Fire Abatement has \$4,000 left in the budget.

Mr. Schwartz moved to approve \$780.00 to remove oily plant between 2101 and 2137 Skycrest. Ms. Williams seconded and the motion carried without dissent.

There is a baby redwood tree behind 1657 Skycrest #15 that can grow to block the view. Ms. Swisher approved the removal of it.

BUILDING MAINTENANCE REPORT

Mr. West reported the following:

ACTION ITEMS: Proposal review and Approval

1. 1409 SC Building Dry Rot Repairs – Bid Proposals: Gauthier’s Estimate \$17,960.00.
AMAC Estimate \$9,600.00. / Five Star Estimate \$8,975.00 / A One Construction Estimate \$8,148.00.

Ms. Williams moved to, depending on the earliest start date, approve the proposal from Five Star or A-One plus \$900. Mr. Schwartz seconded and the motion carried without dissent.

INFORMATION ITEMS: Work in progress or completed.

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

Start Date: July 2nd. Estimated Completion Date October 12th (work in progress).

2. 1605 SC Contractor: Five Star Construction - Fence & patio work. (Work completed).
3. 1609 SC - Contractor: Five Star Construction – Fence & patio work. (Work in Progress).
4. Inspection of Buildings for water pressure and slab leaks – Contractor: Five Star – T & M work. (work scheduled).
5. 2128 TC / 2120 TC – Address signage – Contractor: MOD (Work Completed).
6. Exterior electrical Panel inspection and Lube – Contractor Sang Electric. NTE \$5,000.00 (Scheduled).

Mr. West reported the Mutual is \$71,000 over budget on the building stabilization. The Mutual didn't know about it, so it wasn't budgeted.

The Mutual spent \$145,000 on roofing. The Mutual is \$11,000 under budget for concrete. The Mutual is \$470,000 in the black. We are planning to do many projects in 2019.

ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE

Ms. Swisher reported the following:

- Alterations Updates - Resident alteration requests covering the period 03/01/2018 to 08/31/2018 include:
 - 18 alterations were approved by the Board and are in progress
 - 2 alterations require clarification by the Board before approval.
 - 1 alteration will be cancelled due to sale of the manor.
 - 26 alterations were completed.
- Compliance Updates
 - There are two compliance issues that have held up the approval of alterations. These involve installing recessed lighting in ceilings with radiant heat and requesting the expansion of patios over common ground.

EMERGENCY PREPAREDNESS COMMITTEE

Steve Adza reported there will be a Faire held on September 22nd at Hillside. There was a recent Red Cross presentation with Dennis Bell. CERT had an exercise this past Saturday. It was city-wide. On August 6th there was a 911 presentation. Weekly HAM Radio check-ins are on Wednesdays. There are currently 39 licensed operators. Some entries have landscaping issues. Mr. Adza gave Ms. Pollon some items to review.

COMMUNICATIONS COMMITTEE

Ms. Williams reported the newsletter was sent out last week. She thanked Penny Wade for her work.

Carl Brown is working to update the Mutual website.

POLICY COMMITTEE

Ms. Williams reported the committee continues to work. They currently have 2 meetings scheduled, but may use them for budget discussions.

OFFICERS REPORTS

1. 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. The following 2 work orders were signed by her:
 - Removal of Baccaris growing within 100" of manors 2101 - 2125 Skycrest Drive as a fire abatement measure - \$4,200 billable to Mutual
 - Catering Services for the 2018 Mutual 4 Annual Meeting - \$3,200 billable to Mutual; a portion of this amount will be offset by the \$12.00 paid by each resident that attended the dinner
- The Board also voted in Executive Session July 31 to approve the landscaping contract with Terra for the improvement of the hillside between entries #3 and #7 on Skycrest Drive. This contract was in the amount of \$11,790 billable to the Mutual. This work has been completed.

Another item to report is that the Board is currently working on the 2019 budget. We have had three meetings to date with MOD personnel regarding specific line items included in the operating and reserve budget. The Board plans to have two more meetings before finalizing the budget. Our goal is to vote on the budget at the October Board meeting.

2. Vice President: No report.
3. Treasurer: Ms. Williams read her Treasurer's report. As of 08/31/2018, the YTD Reserve Fund balance is \$1,546,086 and the YTD Mutual Operating Fund balance is \$75,461. Both show an excess of revenue over expenses. For the month of August, Mutual operating expenses were over the budget by \$2.00. 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 Regular Board Meeting scheduled for October 15, 2018 at 1:30 p.m. in the Board Room at Gateway.

ADJOURNMENT

Having no further business, the meeting adjourned at 2:43 p.m.

/s/ _____
Anne Paone, Assistant Secretary
Fourth Walnut Creek Mutual

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

1. Legal
2. Member Compliance – Co-occupancy issues
3. Contracts – Various Mutual contracts were reviewed by the Board

Having no further business, the executive session adjourned at 4:00 p.m.

***The Board of Directors met in executive session on July 31, 2018 at 2:00 p.m. to discuss the following:

1. Contracts – Various Mutual contracts were reviewed by the Board.
2. Member Matters – Procedure for collection of outstanding debts, request to waive fees, common area usage

Having no further business, the executive session adjourned at 3:51 p.m.