

MINUTES
FOURTH WALNUT CREEK MUTUAL
MONDAY, SEPTEMBER 21, 2015 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, September 21, 2015 in the Board Room at Gateway complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: PRESENT:	Donald Cardinal	President
	Mike Leinbach	Treasurer
	Nancy Partovi	Secretary
	Pauline Kelzer	Director

EXCUSED: Sara Seltzer, Vice President

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

Mr. Cardinal welcomed ten residents in attendance.

APPROVAL OF MINUTES

Ms. Kelzer moved to approve the minutes of the regular session Board meeting of July 20, 2015, with corrections. Ms. Partovi seconded and the motion carried without dissent.

Mr. Leinbach moved to approve the minutes of the open session Board meeting of August 28, 2015 to review the draft budget. Ms. Partovi seconded and the motion carried without dissent.

RESIDENTS' FORUM

Isabel Leonard – Ms. Leonard reported that she thought the notice she received for the landscape walk-through was unclear. Ms. Partovi explained that the walk-through was for everyone. Ms. Leonard also reported that entry 7 does not have a common seating area. Mr. Cardinal stated that a proposal was presented, but not approved. Mr. Cardinal will check to make sure that items in entry 7 have been taken care of. The Board will then review the request for benches.

Sheila Gorsuch – Ms. Gorsuch asked about the cleaning of gutters. Mr. West reported that this is done twice a year. Generally near the end of October and then a few months later. All Clear knows which buildings are the worst and need more immediate attention.

Dulcie Andres – Ms. Andres had a question regarding the status of a ramp. She doesn't like the location and felt the back door was an option for the owner. Mr. Cardinal said he would need to see the plans from the owners before he could comment.

A resident reported that Davis Plumbing cut a hole in her wall and it has not been patched in months. Mr. West took her address and will look into the matter.

ENTRY REPRESENTATIVE'S REPORTS

None

MANAGEMENT REPORT: Paul Donner

Mr. Donner reported that MOD is aware that this might be a year for El Nino and they are making sure that drains are functioning and ditches are cleaned out. Gutters will be cleaned prior to the rain. There will be straw waddles placed by drains in the problem areas. When the rain hits, the staff is on call 24 hours a day. Landscapers patrol areas and MOD keeps roofers and carpenters available. MOD is trying to divert water back to the creek on Tice Creek.

Mr. Donner also reported that currently the GRF budget is at a \$5.04 increase.

LANDSCAPE AND GROUNDS, FIRE CLEARANCE:

Ms. Kelzer gave the Board a checklist developed by residents in entry 17 identifying the landscape projects from their walk-thru on September 9 and pointing out residents want the drainage project for 2105 #2 done as their first priority. Mr. Cardinal will give the report to Ms. Seltzer. Ms. Kelzer also gave the Board a transition report from her presidency to Mr. Cardinal's.

It was reported that there was a motion during the Board's executive session to approve a proposal from Waraner's Brothers to remove some trees in the amount of \$3,525. This was considered an emergency and the motion carried. Ms. Partovi motioned to approve this proposal. Mr. Leinbach seconded and the motion carried.

BUILDING MAINTENANCE REPORT

Mr. West reported the following:

1. 1441 #2 SC– Removal of tree and roots, removal and of back patio slab and downspouts- Completed. Fence R&R work in progress by Five Star.
2. 2015 Roofing Project – DuraLast Roof B/U 1413 SC, 1833 SC. Sorenson Roofing has completed 1833 SC and scheduled for completion of 1413 SC on 9/25/15.
3. 2128 TC – Soil Engineer GEC report sent to Bertolami Structural Engineering. Core drilling to bedrock is now being asked for by Bertolami Engineering. Estimate NTE \$4,500.

Mr. Leinbach motioned to approve GEC to do core samples on 2128 Tice Creek for structural stabilization in the amount of \$4,500. Ms. Partovi seconded. The motion carried 3-0, with Ms. Kelzer abstaining because she did not have the proposal to review.

4. 1149 SC #4 – Five Star estimate to complete additional requested items.

5. 1309 SC #6 - Sewage smells. Air sample testing performed. Estimate from AMAC to Insulate pipes, R&R drywall, clean up below subfloor and seal. Estimate \$1,598.00 from AMAC (Presented To Board)

Mr. Cardinal stated that this item will be tabled until the results of the air samples are reported.

Follow- up:

6. Carport 902,903 Damage by Terra Landscaping. Insurance approved put back. AMAC completed repairs.
7. 1133 SC #4 New deck coating. Cost \$3,725.00. Perfect Painting completed.

Ms. Kelzer asked Mr. West for the status of the drainage at 1441 Skycrest. Mr. Cardinal saw a proposal from Five Star for approximately \$10,000. This was considered high. He asked Mr. West to get more bids.

There was some discussion about 2109 Skycrest #2 and the pathway. There will be a request by the owners for a sidewalk replacement. The owners will bring this to the Board at a later date.

ARCHITECTURAL CONTROL AND ALTERATIONS; COMPLIANCE:

Mr. Cardinal reported that there are 37 alterations being processed and 21 permits have been issued. There have been 49 completed alterations for the year.

EMERGENCY PREPAREDNESS COMMITTEE

Mr. Adza will report at the next Board meeting.

Ms. Gorsuch reported that there are 2 meetings scheduled. On September 26th, there will be a Safety Fair at Hillside in the Diablo Room from 10-2. There will be a training session on October 5th for entry coordinators. It will be held at Creekside at 9:30 a.m.

COMMUNICATIONS COMMITTEE

Ms. Partovi reported the newsletter is being worked on. There will be a fall edition soon. Ms. Partovi also reported that the annual meeting was very successful with about 124 people attending.

POLICY COMMITTEE

Ms. Partovi reported that the policy revisions are in progress and they are about halfway through them.

OFFICERS REPORTS

1. President's Report: Mr. Cardinal reported that the Board had a budget meeting. The reserves need to be increased. The budget may increase by \$29 to \$599 monthly. The Board is trying to keep the coupon as low as possible. The Board will review the budget again when they receive the final numbers.
2. Vice President: None
3. Treasurer: Mr. Leinbach reported that the operating costs for August came in about \$10,000 over budget. YTD, the Mutual is about under budget by \$5,000. The Mutual is doing fine. The reserves will be increased in the 2016 budget.
4. Secretary: No report.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ANNOUNCEMENT

The next regular board meeting is scheduled for October 19, 2015 at 1:30 p.m. in the Board Room at Gateway.

ADJOURNMENT

Having no further business, the meeting adjourned at 2:25 p.m.

/s/

Nancy Partovi, Secretary
Fourth Walnut Creek Mutual