

FIFTH WALNUT CREEK MUTUAL

REGULAR MEETING MINUTES OF THE BOARD
FRIDAY, MAY 12, 2017 AT 11:00 A.M.
GATEWAY BOARD ROOM
1001 GOLDEN RAIN ROAD, WALNUT CREEK, CA 94595

Call to Order

President Todd called the meeting to order at 11:00 a.m.

Roll Call

Directors Present: Ted Todd, President
Bill Martin, Vice President
Marlene Farrell, Secretary
Virginia Oversby, Treasurer
Sandra Lew, Director

Also Present: Rick West, Building Maintenance Manager
Will Kim, Board Services Coordinator

Approval of Meeting Minutes

President Todd asked if there were any additions or corrections to the following minutes:
Regular Meeting of the Board March 17, 2017

The minutes to the aforementioned meeting was approved as submitted.

Residents' Forum

Residents did not express their concerns, make comments, or to have questions answered by the Board and M.O.D. staff representatives.

President's Report

President Todd announced and discussed the following topics: East Bay Municipal Utility District's water rates are scheduled for an increase, small space behind building no. 1209, and mosquito abatement throughout the Mutual.

Vice President's Report

The following matters were presented and discussed during the April 24th Presidents' Forum:

- a) A letter was sent to the three (3) primary real estate companies regarding vendors/contractors in Rossmoor who work after hours, unapproved alterations, noncompliant dumping of trash, and etc.
- b) Gachina Landscape Management Company is providing sustainable landscaping services to Walnut Creek Mutual No. Eight and costs significantly less than most conventional landscape service providers.
- c) Several Mutuels in Rossmoor are in the process of updating their Policies and Procedures.

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Secretary's Report

A notice was prepared and submitted to the membership on May 1st regarding the Annual Meeting. All residents are invited and encouraged to attend the annual meeting on Friday, June 16th at 11:00 a.m. in the Gateway Board Room.

Treasurer's Report

Treasurer Oversby provided the Treasurer's Report as follows:

- a) Total Ending Fund Balance as of March 31, 2017
- b) Operating \$ 12,279
- c) Reserves \$ 151,380.
- d) Total Fund \$ 163,659.

Landscape Committee Report

A report was not available or presented to the membership.

Building Maintenance Report

Action Items:

1. Painting Proposal presented to the Board. Tabled, pending discussion and review of contracts during the July 14th Board Meeting.

Work in Progress:

1. 1255 AS #1A – Underground drain pipe installation is in progress, due to musty smell in the unit and ground moisture under the unit. The repairs are in progress by Five Star and Terra Landscape for a total cost of \$2,735.

Completed:

1. 1221 AS #2B – Deck over sunroom drain pipe estimate to fill two holes
2. 1221 AS #3C – Electrical issue in Garage by Sang Electric

Standards for Replacing Carpet in Upper Units with Hard Surface Flooring

Enclosed herein as "Attachment 1," the Board reviewed and discussed the proposed *Standards for Replacing Carpet in Upper Units with Hard Surface Flooring*.

A motion was made to approve the *Standards for Replacing Carpet in Upper Units with Hard Surface Flooring* as presented.

Moved, Seconded, Carried 5-0

Next Board Meeting

The next meeting will be held on Friday, June 16, 2017 at 11:00 a.m. in the Gateway Board Room.

Adjournment

President Todd adjourned the meeting 11:30 a.m.

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Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the approved minutes of the Board of Director's meeting.

A handwritten signature in blue ink, appearing to be 'W. B. L.', is written above a horizontal line.

Assistant Secretary

Attachment 1

Alterations Committee Report
Presented on May 12, 2017

After the last Board meeting, where the subject of hard surface flooring in upper units came up, the Alterations Committee became aware that if the Board were to approve changing the current policy and allow carpet to be replaced with hard surface flooring in upper floor units then there was a need for standards to be established pertaining to this issue.

As a result the Alterations Committee met on two separate occasions to discuss & establish relevant standards. After discussions with MOD, comparing existing Policies & Procedures of other Mutuals, and researching industry standards & procedures the committee then developed the attached standards.

The Alterations Committee recommended that the Board approve the attached, ***Standards for Replacing Carpet in Upper Units with Hard Surface Flooring***, to be part of any discussions or changes in the current flooring policy.

A motion was made and unanimously approved during an Open Session Board Meeting on May 12th to adopt the ***Standards for Replacing Carpet in Upper Units with Hard Surface Flooring***, as presented.

**Standards for Replacing Carpet in Upper Units
With Hard Surface Flooring
Adopted on May 12, 2017**

- Submittal of flooring plans indicating where the hard surface floor will be installed
- Samples and documentation of the materials to be used
- Notification to Manors that may be impacted by the change in flooring and address any of their concerns
- Signed Hard Surface Liability Release Form
- Incorporate the following specific wording:
In lieu of carpeting, hard surface flooring on the second and third floors require an alteration application that includes but not limited to a floating floor system, with no fasteners to the floor structure, with a minimum 1/4" expansion space left around the perimeter of the room and any fixed objects. The IIC rating must be equal to or greater than 76 and be certified by an Acoustical Engineer, based on the flooring/ceiling assembly specific to that unit. MOD must be informed of the date and time of the installation so that they may inspect the materials and installation procedure.

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Hard Surface Flooring Liability Release Form

Address: _____

Date of Installation: _____

Location of Alteration: _____

Type of Installation: _____

The undersigned, do hereby release any responsibility or liability the Fifth Walnut Creek Mutual may have if at any time in the future a Mutual component should fail (e.g.: plumbing leak, moisture migration, building movement, etc.) and causes damage to the above installed hard surface flooring. If the flooring must be removed to facilitate any construction work that the Mutual is obligated to repair, the cost of the labor and materials to remove, replace or reinstall will be the sole responsibility of the Manor owner.

It is also understood that upon a receipt of a credible written complaint by an affected neighbor or upon the discovery of a violation of the Mutuals policies the owner's, at their own expense, will replace the hard surface flooring to meet the Mutuals current policies.

The undersigned further agrees to inform any subsequent buyers of their Manor of this release and their responsibility and liability to said release.

Signature: _____

Date: _____

Signature: _____

Date: _____