

# SECOND WALNUT CREEK MUTUAL

## CONTACT INFORMATION

The Board of Directors is a policy board; i.e. it does not generally handle day-to-day operations of the SWCM and its 236 buildings, including 1,387 residential units housing upwards of 2,000 persons. Instead, day-to-day matters are handled, in the first instance, by its property manager, the Mutual Operations Division (MOD).

**GENERALLY**, it is best to first contact MOD before contacting the Board of Directors. If the matter is not satisfactorily resolved by MOD, the Member may appeal to the Board of Directors. Also, if the communication is about policy matters including enforcement of SWCM rules, the first communication may be directly to the Board, preferably by email to [swcm@rossmoor.com](mailto:swcm@rossmoor.com) (see below).

### **Alterations and Resales:**

- Information - Sharon Fees - (925) 988-7660
- [alterations@rossmoor.com](mailto:alterations@rossmoor.com)
- [resales@rossmoor.com](mailto:resales@rossmoor.com)
- Chief Inspector - Bill Parsons - (925) 988-7638  
[BParsons@rossmoor.com](mailto:BParsons@rossmoor.com)

### **Building Maintenance:**

- Work order Desk (925) 988-7650
- [workorder@rossmoor.com](mailto:workorder@rossmoor.com) - For situations that do not require an appointment, such as exterior maintenance.
- Information and concerns - Tom Huber - (925) 988-7687
- Building Maintenance Coordinator - Nancy Bunch (925) 988-7683
- For any concerns that you feel have not been addressed by Staff Please contact Mark Marlatt, Manager at [mmarlatt@rossmoor.com](mailto:mmarlatt@rossmoor.com)

### **Landscape Maintenance Requests:**

MOD Work Order Desk 988-7650

[workorder@rossmoor.com](mailto:workorder@rossmoor.com)

The following issues should be reported directly to the work order desk by the resident.

- \* Irrigation issues (breaks, leaks, geysers, dry spots in lawns)
- \* Shrub pruning requests
- \* General cleanup (leaves, tree debris, sidewalks)
- \* Plant health issues
- \* Weeds

### **Plant Replacement Requests:**

Email is preferred: [swcm@rossmoor.com](mailto:swcm@rossmoor.com)

Alternatively, in writing to Board office at the address below. Lastly, by telephone to Board office at number below.

Plant replacements take place in winter when the weather is cool and plant loss is minimized. We will collect requests throughout the year and then prioritize and schedule them in an efficient manner. We only replace plants where there is currently irrigation and the 'gap' in plantings is at least 4'x 4' square.

Major requests; e.g., for landscape makeovers, turf renovation or plant replacements of more than 5 plants are collected by the Board Landscape Representative (Michael Stotter) and addressed according to priority, condition and budget each calendar year. Requests for landscape renovations for the following year will be accepted in August-September.

### **BOARD OF DIRECTORS**

The preferred method of communication is by email to

[swcm@rossmoor.com](mailto:swcm@rossmoor.com) . This is most efficient for residents, staff and directors. It allows distribution to the appropriate person or department and a quicker response. It also facilitates continuing communication on the issue.

If you don't use email, written correspondence sent to the address below or delivered to the Board office are acceptable. As a last resort, a telephone call to the Board office at the number below. Please keep in mind that our administrative assistant serves more than our Mutual and often has a large backlog that affects response times. If you leave a voicemail, please give your name, address and a brief description of the issue, as well as your email address if you have one.

## Contact Board Members:

1. Residents' Forum at regular Board meetings generally held monthly on the next to the last Thursday of the month (but not in October or December) in Peacock Hall and at the annual meeting generally held on the second Tuesday of October. See Rossmoor News for announcement of each meeting.
2. By telephone or email. Directors have different preferences about which to use. All would prefer your initial contact to be to **[swcm@rossmoor.com](mailto:swcm@rossmoor.com)** Directors are volunteers and may not always be available. The volume of voicemails and emails may be overwhelming at times.

Here are the telephone numbers listed in the Rossmoor phone book:

Barbara El-Baroudi	925.937.6229	<a href="mailto:elbaroudi@comcast.net">elbaroudi@comcast.net</a>
Michael Stotter	408.836.4260	<a href="mailto:stotter@sbcglobal.net">stotter@sbcglobal.net</a>
Mark Fehlig	770.363.5974	<a href="mailto:WA6NGC@arri.net">WA6NGC@arri.net</a>
Liz Bradner	925.891.4725	<a href="mailto:ebradner4@gmail.com">ebradner4@gmail.com</a>
Nathan Roundy	925.705.0714	<a href="mailto:nathan.roundy@gmail.com">nathan.roundy@gmail.com</a>

## BOARD OFFICE

1001 Golden Rain Road  
Walnut Creek CA 94595

Administrative Assistant: Anne Paone

Email for SWCM: [swcm@rossmoor.com](mailto:swcm@rossmoor.com)

OFFICE: 925.988.7775