

## MINUTES

### SECOND WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, FEBRUARY 21, 2019 AT 10:00 A.M. PEACOCK HALL – GATEWAY COMPLEX

President Sanford Skaggs called to order the regular meeting of the Board of Directors of Second Walnut Creek Mutual at 10:00 a.m. on Thursday, February 21, 2019 in Peacock Hall, Gateway Complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: Present: Sanford Skaggs, President  
Frank Mansfield, Vice President  
Barbara El-Baroudi, Vice President  
Michael Stotter, Secretary

Absent: Mark Fehlig, Treasurer

Mutual Operations staff was represented by Paul Donner, Director of Mutual Operations; Rick Chakoff, Chief Financial Officer; Mark Marlatte, Building Maintenance Manager; and Anne Paone, Administrative Secretary.

There were 15 residents in attendance.

The consent calendar consisted of:

- a. Approval of Minutes: Regular Meeting Minutes – January 17, 2019  
Executive Session Minutes – January 17, 2019

*Ms. El-Baroudi moved to approve the Regular Meeting Minutes of January 17, 2019 and the Executive Session Minutes of January 17, 2019 as presented. Mr. Mansfield seconded and the motion carried without dissent.*

- b. Ratify Proposal for Reserve Study-Facilities Advisors international, LLC

*Ms. El-Baroudi moved to authorize the ratification of the Proposal for Reserve Study-Facilities Advisors international, LLC. Mr. Mansfield seconded and the motion carried without dissent.*

- c. Certify Compliance with Civil Code Section 5500

*Ms. El-Baroudi moved to certify compliance with Civil Code Section 5500. Mr. Mansfield seconded and the motion carried without dissent.*

## RESIDENTS' FORUM

The Resident Forum was held. Resident discussed hard-surface flooring. Resident also reported another manor with hard-surface flooring. Mr. Skaggs asked him to email the Board that address.

Resident asked if a member of the Board would meet with group of 4 residents to discuss

the budget.

Resident asked about Mutual policy regarding interference in public places. Mr. Skaggs responded that the Board does not police how people behave in the public.

Resident asked about replacing a mailbox. Mr. Skaggs reported that they are replaced or repaired as necessary at the time of the rehab. It is done at the Mutual's expense.

Resident concerned about fire safety and the fact that smoke alarms cannot be heard inside a resident's manor. When doing remodeling, smoke alarms do not function. He suggested placing alarms outside of manors.

A resident wanted the Board to know that she is happy with the work of the Board and that homes sell very well where she lives.

#### LANDSCAPING REPORT – Paul Donner

Mr. Stotter reported the following:

The plant replacements program is underway. Resident requests are happening now. Composting and mulching will start in April. Everything is within budget.

#### BUILDINGS AND FACILITIES REPORT – Mark Marlatte, Bldg. Maintenance Mgr.

Mr. Marlatte reported the following: Carpentry and Painting Maintenance-Carpentry Preventative Maintenance and Painting is on Running Springs Road; Roofing Program-Reviewing roofs for 2019; Bridge and Stair Replacements-None at this time; Deck Coating-Scheduling as required in Preventative Maintenance area and as needed; Appliance Replacements-Appliance replacement for the month of January was \$16,166.00; Roof and Gutter Cleaning-Please call the order desk for additional roofs or downspouts that need to be cleaned due to water pouring over doors and windows; Manor Lube-2019 manor lube program is underway; Paving and Seal Coat – Preparing 2019 schedule and cost; 1200 Canyonwood Ct.-Building movement – Ned Clyde Construction preparing plans and obtaining permits; 1333 Running Springs Rd – Column replacement-finished by engineer and obtaining permit.

#### TREASURER'S REPORT – Rick Chakoff

Mr. Chakoff reported the operating fund for January YTD is \$11,000 surplus to budget. The expenses in Building Maintenance and Public Works are over budget by \$38,000. Some of these expenses are seasonal such as gutter cleaning. Insurance is \$29,000 over budget. Utilities has a surplus to budget, mostly due to less water usage.

#### PRESIDENT'S REPORT

No report.

#### RECYCLE

Mr. Skaggs reported the Mutual has settled into right-sizing. Recycling pick-up is free. Composting is on its way. It will be coming to everyone's area soon. If there is a problem with a pick-up, call MOD.

Mr. Donner reported that "At Your Door" service was cancelled without notice. They picked up E-Waste and Universal Waste. MOD has found a company called Rapid Recycle that will pick up E-Waste at your door. It is already built into the budget, so there will not be an increase. They should start in March. E-Waste is items such as computers, T.Vs, printers and small appliances. Things that you plug in. Universal waste is aerosol cans, batteries, paint, and items such as fluorescent tubes. The company is not licensed for universal waste yet.

### UNFINISHED BUSINESS

None

### NEW BUSINESS

- a. Approve Proposed revision to Policy 7.0 to require registration with GRF of Golf Carts used, parked, or stored in SWCM  
*Mr. Mansfield moved to adopt the revision to Policy 7.0. Ms. El-Baroudi seconded and the motion carried without dissent.*
- b. Approve Proposed Revisions to Policies to Delete Policy 16.0 (Insurance) and to Revise Numbering of Policy 17.0 (Election Rules)  
*Ms. El-Baroudi moved to adopt the revisions to Policy 16.0 and Policy 17.0. Mr. Stotter seconded and the motion carried without dissent.*
- c. Establish Sub-Committee pursuant to Davis-Stirling Civil Code Section 5501 for monthly review of financial information  
*Mr. Mansfield moved to appoint Barbara El-Baroudi to the Financial sub-committee to review monthly financials pursuant to Davis-Stirling Civil Code Section 5501. Mr. Stotter seconded and the motion carried without dissent.*

### ANNOUNCEMENTS

Mr. Skaggs announced the following meetings:

Second Mutual Regular Monthly Meeting – Thursday, March 21, 2019  
10:00 a.m. Peacock Hall – Gateway Complex

GRF Regular Board Meeting – Thursday, February 28, 2019 at 9:00 a.m.  
Peacock Hall – Gateway complex

### ADJOURNMENT

Having no further business, Mr. Skaggs adjourned the meeting at 11:03 a.m.



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Anne Paone, Assistant Secretary  
Second Walnut Creek Mutual

\*\*The Board of Directors met in executive session on January 17, 2019 at 11:30 in the small

conference room in the Board office to discuss the following:

1. Member Matters: outstanding debt-will be paid, occupancy and reimbursement assessment-more research needed, lease extension-approved, flooring-fines to be imposed

Having no further business, the executive session adjourned at 12:50 p.m.