

MINUTES

SECOND WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, JANUARY 21, 2021 AT 10:00 A.M. ZOOM MEETING

President Michael Stotter called to order the regular meeting of the Board of Directors of Second Walnut Creek Mutual at 10:00 a.m. on Thursday, January 21, 2021 via ZOOM.

ROLL CALL: Present: Michael Stotter, President
Loran Shlevin, 1st Vice President
Clay Dunning, 2nd Vice President
Liz Bradner, Treasurer/Secretary
Barbara El-Baroudi, Director

Absent: None

Mutual Operations staff was represented by Paul Donner, Director of Mutual Operations; Rick Chakoff, Chief Financial Officer; Mark Marlatte, Building Maintenance Manager; Rebecca Pollon, Landscape Manager, and Anne Paone, Administrative Secretary. Tess Haskett; Chris Preminger; and Mutual Attorney Melissa Ward also attended.

There were 15 residents in attendance.

The consent calendar consisted of:

- a. Approval of Minutes: Special Meeting – W.S. – January 14, 2021
Special Meeting W.S. - November 12, 2020
Special Meeting: November 3, 2020, December 10, 2020
Regular Meeting: November 19, 2020
Executive Session: September 24, 2020, November 12, 2020,
November 19, 2020, December 10, 2020

Ms. Bradner moved to approve the consent calendar as presented. Mr. Dunning seconded and the motion carried without dissent.

RESIDENTS' FORUM

Resident asked about forming landscape committee.

LANDSCAPING REPORT – Rebecca Pollon/Michael Stotter

Ms. Pollon reported she is waiting for proposals for Tice Creek, Entry 6 for Rehab. This will be done in phases. Juniper removals will be done, too. They are waiting for warm weather. If there is time and money in the budget, they will move to Tice Creek, Entry 16A & B. It will probably be a 2022 project. Plant replacements are still in progress. They will start on Canyonwood next week and will then do mulching.

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

Mr. Marlatt reported carpentry and painting maintenance is on Leisure Lane. They are working on fire separators on Tice Creek, Entry 2. Roofing-10 buildings are out to bid. Bridge and stair replacements-none at this time. Deck coating is ongoing. The appliance replacement cost for November was \$14,014. Manor lube is 94% complete. Paving and seal coating is done. Contact MOD for gutter cleaning issues.

TREASURER'S REPORT – Rick Chakoff

Mr. Chakoff reported the December financials are not out yet. Accounting waits to get everything in. For November, the Mutual was over budget \$286,000 due to expenses in Building Maintenance, plumbing, water, and insurance. This was addressed in the 2021 budget. The insurance renewal is done. The budget had an increase of 35% for insurance, but it is closer to 33%. Commissions will be returned and allocated back to the Mutuals for a net insurance increase of about 30%.

Ms. Bradner reported the Mutual needs to borrow \$850,000 from reserves to pay for the insurance premium at the beginning of the year. It will be repaid to the reserves by the end of the year.

Ms. Bradner moved to borrow \$850,000 from the reserves for the 2021 insurance premium to be paid back on or before the end of 2021. Mt. Stotter seconded and the motion carried 4-1. (Shlevin)

There was no sales report available.

MOD REPORT – Paul Donner

Mr. Donner reported that MOD is continuing to install fire stops in the attics while it is cool out. The work order desk has 3 people working from home and it is working out very well. Staff is spread out in the office to comply with the 6 ft. distancing requirement. Chris Preminger agreed that the work order desk is doing a good job.

PRESIDENT'S REPORT

Mr. Stotter reminded members if they want an electric vehicle to plug in, they should start with the Alterations Department. If there is a problem regarding the trash or recycling, members should call the work order desk. If you want to do any remodeling or work in your manor, contact the Alterations Department first. If you notice a parking issue, call Securitas. After they have placed 3 notices, they will contact the Board. Remember that members cannot landscape common areas.

UNFINISHED BUSINESS

None

NEW BUSINESS

Directors Task Force:

Resolution to form a financial review task force consisting of any and all Board directors interested in participating. The review is to be comprehensive and unfettered and to include, but not be limited to, review, evaluation, and recommendations, if any, of policies, procedures, processes, and internal controls with regard to budgeting, purchasing, approving and issuing payments, qualifying and selecting vendors, contractors, and professional service providers, financial reporting, budget management and forecasting. All with the assistance of MOD personnel, as required.

Mr. Dunning moved to approve resolution as amended. Ms. Bradner seconded and the motion carried 4-1. (Shlevin)

Post Additional Information on Website:

The Board discussed the posting of various documents to the website. After discussion and consideration, which included the fact that there is no password protected area on the site, the Board agreed not to add any additional items at this time.

Discussion of Civil Code AB3182:

Mutual attorney, Melissa Ward, explained the new civil code to the members. The rental cap cannot be less than 25% of the manors in SWCM. The Mutual may want to incorporate this cap into their policies. The minimum lease terms may be at least 30 days or the Mutual may have a 6 month or 1 year minimum lease term. The previous rule of not being able to lease a manor once it has been leased for one year for the life of the ownership is no longer in effect. An owner may still rent a room in their manor. This does not affect the 25% rule.

ANNOUNCEMENTS

Ms. Paone read the following announcements:

Comcast - Rossmoor Call Center 1-800-407-2997

MOD Work Orders email to: workorder@rossmoor.com or call (925) 988-7650

For Landscape Matters, Email: swcm@rossmoor.com

Second Mutual Annual Meeting

Tuesday, February 18, 2021
10:00 a.m. Zoom

GRF Regular Board Meeting

Thursday, January 28, 2021
9:00a.m. Zoom

ADJOURNMENT

Having no further business, the Board adjourned the meeting at 12:03 p.m.



Anne Paone, Assistant Secretary
Second Walnut Creek Mutual

***The Board of Directors met in executive session on September 24, 2020 at 1:00 p.m. to discuss the following:

1. Member Matter – Fine Imposed

Having no further business, the executive session adjourned at 1:35 p.m.

***The Board of Directors met in executive session on November 12, 2020 at 11:00 a.m. to discuss the following:

1. Member Matter – Delinquency

Having no further business, the executive session adjourned at 1:45 p.m.

***The Board of Directors met in executive session on November 19, 2020 at 11:00 a.m. to discuss the following:

1. Member Matter – Delinquency; Reimbursement Assessment

Having no further business, the executive session adjourned at 12:20 p.m.

***The Board of Directors met in executive session on December 10, 2020 at 11:04 a.m. to discuss the following:

1. Legal – Delinquency

Having no further business, the executive session adjourned at 12:00 p.m.