

MINUTES

SECOND WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, SEPTEMBER 19, 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, August 15, 2019 in Peacock Hall, Gateway Complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: Present: Sanford Skaggs, President
Barbara El-Baroudi, Vice President
Michael Stotter, Secretary
Mark Fehlig, Treasurer

Absent: Frank Mansfield, Vice President

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.

There were 30 residents in attendance.

The consent calendar consisted of:

- a. Approval of Minutes: Regular Meeting Minutes – August 15, 2019
Executive Session Minutes – August 15, 2019
- b. Accept and ratify monthly review as permitted by civil code section 5501
- c. Fee Proposal-Certain Structural Services-Bluestone Engineering to look at G-11 buildings to see if any E.Q. retro-fitting needs to be done in the amount of \$4,950.

Mr. Stotter moved to approve the consent calendar as presented. Mr. Fehlig seconded and the motion carried without dissent.

RESIDENTS' FORUM

The Resident Forum was held. Resident asked about the schedule for spraying pesticides. Ms. Pollon stated that there is information on the website. Spraying is done on Tuesday and Thursday before noon. Blue dye identifies it as pesticide.

Resident asked about a chairlift. Mr. Skaggs reported that the person buying the manor can choose to keep it, but must have a disability.

Resident asked where water from A/C unit goes. It is recycled to the golf course. Building across from him has non-stop humming. Mr. Marlatte reported that when the building was rebuilt, the city required thermostats and vents. It pulls hot air out of the attic to cool it down.

Resident discussed tree that drops things onto the walkway.

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, Entry 7 and 9; Roofing Program-Nine buildings underway; 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 August was \$21,568.00; Roof and Gutter Cleaning-Please call the order desk for additional roofs or downspouts that need to be cleaned; Manor Lube-2019 manor lube program is underway; Paving and Seal Coat – Done for 2019; 1200 Canyonwood Ct.-Building movement – Ned Clyde Construction installing drainage systems, excavation and haunch preparations for drilling.

TREASURER'S REPORT – Rick Chakoff

Mr. Chakoff reported the Mutual operating fund YTD has a \$153,000 deficit to budget. Building Maintenance is \$106,000 over budget. Insurance is \$101,000 over budget. Utilities is on budget. The total operating and reserves budget is approximately \$18,000,000.

Mr. Fehlig reported there were 11 resales in August with a median price of \$449,000. There were 83 resales YTD with a median price of \$430,000.

LANDSCAPING REPORT – Rebecca Pollon/Michael Stotter

Ms. Pollon reported the following:

LATE SUMMER LANDSCAPE REPORT

- LAWN MAINTENANCE** Mowing occurs weekly and lawns are edged on alternating weeks. As growth slows, mowing will slow to every other week.
- WATER USE** July and August are typically your highest water consumption months. As day lengths shorten into the fall water use should go down, even if temperatures remain warm.
- ENTRY MAINTENANCE** Entry maintenance crews are performing late-summer pruning tasks including tip pruning shrubs and hard pruning Catmints and Daisies. As the leaves begin to fall they will focus all their attention to keeping pathways clear of leaves.

RESIDENT REQUESTS

If you have landscape *maintenance* requests (pruning or irrigation), please direct them to the MOD work order desk. If you have landscape *improvement* requests please contact your mutual landscape representative.

WORK ORDER DESK

By phone: 988-7650

By email: WORKORDER@ROSSMOOR.COM

MOD CREW MOD crews have started on juniper removal behind 3434 Tice Creek. They will then continue with 3465 and 3473 and finally, 3395.

LANDSCAPE REHAB ITEMS

Remaining budget is approximately \$168,000

Canyonwood 5 rehab; Work will commence the week of September 19th

TREE REPORT

Remaining Budget Approximately \$41,000

All building clearance in the mutual is complete.

Pending projects; Final phase of diseased pine removal from the top of the hill at Running Springs, ~\$20,000

Remaining funds for the year will be needed for the removal of trees that die throughout the remainder of the year

IRRIGATION REPORT

Remaining Budget ~27,000

There are 11 irrigation controllers left that are older than 10 years old and should be replaced. To replace all 11 would cost \$27,500 so we should wait until the end of the year and see what budget funds are remaining and replace as many as possible.

Ptarmigan 4 will be done early next year. Some trees reach maturity and start to decline such as Monterey Pines. They are then removed.

PRESIDENT'S REPORT

Mr. Skaggs reported that the budget will be presented at the Annual Meeting on October 15 in the Fireside Room at 9:30 a.m. Insurance will jump up and wages will need to increase. 1200 Canyonwood is expensive to repair. The money is coming from the reserve account, but the Mutual must keep the reserves funded.

RECYCLE

Mr. Fehlig reported on the landfill, recycling and organics containers. Mary Ann Gannon-McCooey works with Republic Services. Call her for overflowing bins.

EPO reported that if valves are frozen for gas, PG&E will do some training on the issue.

Mr. Skaggs reminded residents that are moving in or out should dispose of their items and not fill up the trash bins.

EV CHARGING

Mr. Fehlig reported that the Mutual has a policy and application in place for carport charging of vehicles. A/C receptacles are being replaced in the carports.

UNFINISHED BUSINESS

NEW BUSINESS

None

ANNOUNCEMENTS

Mr. Skaggs announced that ballots are in the mail for the Director Election. He encouraged everyone to please vote. If anyone would like to volunteer to open ballots, please contact Anne Paone in the Board Office.

Mr. Skaggs announced the following meetings:

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

GRF Regular Board Meeting – Thursday, September 26, 2019 at 9:00 a.m.
Peacock Hall – Gateway complex

***Annual Meeting – October 15, 2019, Fireside Room at 9:30 a.m.

ADJOURNMENT

Having no further business, Mr. Skaggs adjourned the meeting at 11:10 a.m.



Anne Paone, Assistant Secretary
Second Walnut Creek Mutual

**The Board of Directors met in executive session on August 15, 2019 at 11:00 a.m. in the small conference room in the Board office to discuss the following:

1. Legal Matters: Termination-in process; Reimbursement request - discussions

Having no further business, the executive session adjourned at 11:45 a.m.