

MINUTES

SECOND WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, JANUARY 21, 2016 AT 9:00 A.M. PEACOCK HALL – GATEWAY COMPLEX

President Sandy Skaggs called to order the regular meeting of the Board of Directors of Second Walnut Creek Mutual at 9:00 a.m. on Thursday, January 21, 2016 in Peacock Hall, Gateway Complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: Present: Sandy Skaggs, President
Barbara El-Baroudi, Vice President/Treasurer
Frank Mansfield, Vice President
Richard Unitan, Secretary

Excused: Pat Dulmage, Director

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

There were 19 residents in attendance.

APPROVAL OF THE MINUTES

The minutes of the regular Board meeting of November 19, 2015 were approved without dissent as written and reviewed.

The minutes of the executive session Board meeting of November 19, 2015 were approved without dissent as written and reviewed.

The minutes of the Special Meeting of October 16, 2015 were approved without dissent as written and reviewed.

RESIDENTS' FORUM

Barb Fexa, Tice Creek Dr., - Entry 7 – Ms. Fexa thanked the Board for taking action on the previous list that she had sent to them regarding landscaping. She also had some questions regarding rentals such as the timeframe allowed. Mr. Skaggs asked her to provide the address and the Board can look into this rental. Short term leasing is allowed for 3 months in one calendar year. Long term leasing is 12 months cumulative during the ownership of the manor.

Mr. Unitan commented that the designated occupant is arranged between the owner and the occupant.

Teodora Prasek, Canyonwood Ct., - Entry 4 – Ms. Prasek had a concern that the carports had leaves blown into them from the landscapers. She also felt that the outside of the laundry room was not being cleaned.

Mr. Donner took the address to check into this issue. Mr. Donner reported that recently

Terra landscape has been training their staff on how to clean leaves.
Mr. Donner noted that she said the area of the carport from the stairway to her condo is dirty. He will check.

LANDSCAPING REPORT – Rich Perona, Landscape Manager

Mr. Perona reported on the following. Lawn maintenance: Lawns will be mowed as necessary through the winter. The next fertilization will be the end of February or early March. Controllers remain off.
Entry Maintenance: Crews are concentrating on leaf clean up and spot spraying weeds.
Tree maintenance: Waraner Brothers Tree Service handles all work orders.
Landscape Rehab: The crew is currently working on the re-landscaping of the slope at the corner of Tice Creek and Ptarmigan. It will be completed by tomorrow. A meeting was recently held with the residents of Canyonwood, entry 7, to go over planned renovations. Mr. Perona met with Pat Dulmage and the residents.

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

Mr. Marlatte reported the following: Carpentry and Painting Maintenance-Carpentry PM and Painting has moved to Ptarmigan Drive, Entry 1; Roofing program-Preparing 2015 contract; Bridge and Stair Replacements-Inspecting remaining bridges for 2016; Deck Coating-Scheduling as required in P.M. area and as needed; Appliance Replacements-Appliance replacement for the month of December was not available for the meeting; Roof and gutter Cleaning-Done, on call basis; Manor Lube-2016 manor lube is at 86%; Paving and Seal Coat-Planning 2016 schedule

TREASURER'S REPORT – Rick Chakoff

Mr. Chakoff reported that the preliminary year-end financials show the Mutual \$87,000 under budget for the year. Professional Services (legal) is over budget by \$25,000. Insurance is under budget by \$231,000. Insurance is placed after the budget is adopted. Mr. Chakoff commented that this has been a good year financially.

Ms. El-Baroudi reported that there were 7 sales in December. The median price was \$370,000.

There have been 117 YTD sales. The median price was \$319,000.

PRESIDENT'S REPORT

Mr. Skaggs reminded the membership that if they are thinking of changing something, they should consult with the alterations department at MOD. Sometimes a permit is required and there are consequences that can be costly if one does not follow the process for an alteration. Mr. Skaggs and Mr. Unitan are working with the attorney to update the Mutual's Bylaws. He asked the membership to vote once the Bylaws have been mailed out later this year. A majority of the membership is required for passage of any changes.

WATER CONSERVATION COMMITTEE - Dick Unitan

No report.

EMERGENCY PREPAREDNESS REPORT

No report.

UNFINISHED BUSINESS

There was a question on the Membership process. Ms. El-Baroudi reported that the one million dollar requirement has been changed to 20 times the shortfall. Mr. Skaggs reported that it now indicates that the person must show 4 times the monthly coupon, too.

There was some discussion about caregivers and their occupancy of a manor.

The transfer of a membership was discussed and Mr. Skaggs reported that the money held for the cost of needed repairs has been increased from \$2,000 to \$5,000 and will be held for 60 days. This reflects the changes in costs for repairs.

Mr. Skaggs reported that section 1.5 states that the Mutual may charge 12% annually on past due assessments.

Mr. Skaggs read the proposed policy for 8.8-Water Conservation. There were comments sent via email. Comments were: need to wash golf cart-car wash probably won't be sufficient for golf cart; residents would like to wash their vehicles periodically; hoses should be allowed on patios, residents should be able to water private gardens with a hose; residents would like to wash down walkways due to dogs, geese, turkeys and other messes and residents would like to mop their decks.

Mr. Skaggs reported that the Board will not pass the 8.8 policy today. The policies that are adopted will be posted on the bulletin board and an article will be placed in the Rossmoor News.

Mr. Unitan suggested a hose with a trigger nozzle be used to wash down items. Mr. Mansfield and Ms. El-Baroudi agreed.

Ms. El-Baroudi, Mr. Mansfield and Mr. Unitan agreed on the use of hoses for patios and gardens.

The Board agreed that hoses may be used to clean the sidewalks of animal or bird poop.

"Hose down" will be used instead of the word wash in the 8.8 policy. The policy is tabled, but will be rewritten for adoption at the next Board meeting.

Mr. Skaggs commented on policy 6.5-Electric Vehicle Charging Stations stating the state law provides that HOAs allow EVC under certain circumstances. There is a problem in the parking spaces in the carports as the circuits are not built for electric vehicle charging. The electricity is paid by the entire Mutual.

A resident mentioned that there are free charging stations in Walnut Creek and other places. He has occasionally used the carport outlet. He wondered if the outlets could be brought up to code. He thought it would be a good idea for GRF to install some stations in the Gateway parking lot.

Mr. Unitan asked how long it takes to charge a vehicle. He also wanted to know if another vehicle can use his charger. Chargers can be stolen, but they can be secured to the charging station.

Another resident reported that it takes her vehicle two and a half hours to charge. She would pay a monthly fee for using the Mutual's electricity.

Mr. Skaggs commented that there are two problems: allocating fairly the cost of electricity and there is a danger of using the circuits in the carports.

The 6.5 –Electric Vehicle Charging Stations was adopted as proposed.

Policy 6.6-Use of Mutual Electricity: 6.6.1-revised to state: "Except as permitted in this Policy 6.6, or by the Board of Directors, Members and others...charging of electric vehicles

of any sort. The text, except as permitted below, has been deleted. This policy was adopted as revised.

Motions to adopt policies:

Mr. Unitan moved to adopt policy 1.1 as written. Mr. Mansfield seconded and the motion carried 4-0.

Mr. Unitan moved to adopt policy 1.2 as written. Mr. Mansfield seconded and the motion carried 4-0.

Ms. El-Baroudi moved to adopt the revisions to policy 1.3. Mr. Unitan seconded and the motion carried 4-0.

Mr. Unitan moved to adopt the addition of policy 1.5. Mr. Mansfield seconded and the motion carried 4-0.

Ms. El-Baroudi moved to adopt policy 6.5 as written. Mr. Mansfield seconded and the motion carried 4-0.

Mr. Mansfield moved to adopt policy 6.6 with the revisions as stated. Ms. El-Baroudi seconded and the motion carried 4-0.

NEW BUSINESS

Mr. Skaggs called for the following motions:

Mr. Unitan moved to ratify the execution of the agreement to share the deductible amount under the commercial property coverage. Ms. El-Baroudi seconded and the motion carried 4-0.

Mr. Unitan moved to approve the contract with ProGrass for the cleaning of gutters. Ms. El-Baroudi seconded and the motion carried 4-0.

Mr. Mansfield moved to approve the annual renewal of contracts with five Star, Perfect Painting, Freeman's, Prograss, Gauthiers Construction, AMAC Construction, Steamatic, San Electric, and Roto Rooter. Ms. El-Baroudi seconded and the motion carried 4-0.

ANNOUNCEMENTS

Mr. Skaggs announced the following meetings:

Second Mutual Regular Monthly Meeting – Thursday, February 18, 2016
9:00 a.m. Peacock Hall – Gateway Complex

GRF Regular Board Meeting – Thursday, January 28, 2016 at 9:00 a.m.
Peacock Hall – Gateway complex

ADJOURNMENT

Having no further business, the meeting adjourned at 10:30 a.m.

/s/

Anne Paone, Assistant Secretary
Second Walnut Creek Mutual