

M I N U T E S  
SECOND WALNUT CREEK MUTUAL  
FORTY-SIXTH ANNUAL MEETING OF MEMBERS  
TUESDAY, OCTOBER 17, 2017 AT 9:30 A.M.  
FIRESIDE ROOM – GATEWAY CLUBHOUSE

President Sanford Skaggs called to order the Forty-Sixth Annual Meeting of Members of Second Walnut Creek Mutual at 9:30 a.m. on Tuesday, October 17, 2017 in the Fireside Room at the Gateway Clubhouse, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL:                      Present:        Sanford (Sandy) Skaggs, President  
   Frank Mansfield, Vice President  
   Barbara El-Baroudi, Vice President/Treasurer  
   Mark Fehlig, Secretary

Excused:     None

Mutual Operations staff was represented by Paul Donner, Director of Mutual Operations; Mark Marlatte, Building Maintenance Manager; Rebecca Pollon, Landscape Manager; and Anne Paone, Administrative Secretary.

Mr. Skaggs welcomed the 100 members who were present.

Mr. Skaggs introduced the Board of Directors and the MOD staff.

CERTIFICATION OF NOTICE OF MEETING – Anne Paone, Assistant Secretary

Assistant Secretary Paone read the Certification of Notice of Members' Meeting certifying that proper announcements of the location, date, and time of the Annual Meeting were posted on the Second Mutual website and were published in the *Rossmoor News* on August 30, September 6, October 4 and 11 in accordance with Article IV, Section 4(b) of the Bylaws of the corporation.

APPROVAL OF MINUTES

Ms. El-Baroudi motioned to dispense with reading of the minutes of the Forty-Fifth Annual Meeting of Members of October 18, 2016 and that the minutes be approved as written and reviewed. The membership approved by a voice vote.

PRESIDENT'S REPORT

Mr. Skaggs reported that the Board is a policy Board. The Board delegates tasks to MOD as the management company. Board directors are all volunteers and are not compensated for their work. A member may appeal any decision to the Board.

Mr. Skaggs reported the state of the Mutual is good. There are no big financial issues. The drought has ended. There was a lot of water intrusion. The 1200 Canyonwood

building experienced some movement. No one had to leave their manor. There is no indication that a special assessment will be needed. Reserves should cover the costs. A non-resident drove her car through the pillars of a G-11 building. Repairs are underway. This event is covered by insurance.

There have been some changes in the Board. Dick Unitan passed away. Mark Fehlig was appointed to the Board and Susan Williamson resigned.

The Board was asked to address the wildfire issue. Mr. Skaggs thinks there will be an article in the Rossmoor News on what to do. Everyone should have their own plan.

### COMMUNICATIONS WITH MUTUAL

Mr. Skaggs discussed communicating with the Board. The best and most efficient way is to email the Board at [swcm@rossmoor.com](mailto:swcm@rossmoor.com). If you don't use email, you may write a letter or call the Board office. Call MOD for maintenance issues. This minimizes Board directors duplicating their efforts. That happens when a resident calls 3 different people and it can be a waste of time.

Mr. Skaggs reported that Mr. Marlatte finished all buildings in the Mutual. He will start again next year at the northern end of Tice Creek and Fairlawn. The hope is to get through the Mutual every 8-9 years.

Mr. Marlatte suggested the Mutual purchase wood products now to get them at today's prices knowing they will increase next year. Mr. Marlatte does a great job and should be recognized for his work. Additionally, Mr. Mansfield has done a lot of work with Mr. Marlatte. The Mutual thanks him.

Mr. Marlatte reported that the Mutual has rules and regulations. Sharon Fees works in the Alterations and Resale Department. Start with her for your manor project or for a resale. If you have a question about a resale inspection, call Bill Parsons or Sharon Fees. She can schedule an appointment for you. If you have a building maintenance issue, call the work order desk first. Only use the email at [workorder@rossmoor.com](mailto:workorder@rossmoor.com) if it is a simple matter that is definitive and does not require an explanation. You can always call Tom Huber, who is Mr. Marlatte's assistant. Nancy Bunch has lots of information, especially if it is an event that involves insurance.

Mr. Skaggs reiterated that before members do any work on their manor, call the alterations desk first.

Mr. Donner reported that Rossmoor is now using an emergency alert system called Nixle. It is a way to notify residents quickly about problems. The notice can be received via text, email, or telephone. If it affects a large number of people, you can be notified about water breaks, etc.

Channel 28 will put a crawler on the bottom of the screen.

Everyone should sign up for Nixle, Walnut Creek, too.

### LANDSCAPE PRESENTATION

Mr. Skaggs introduced Rebecca Pollon. She is a landscape architect and arrived at Rossmoor in April of 2016. She had previously worked within Rossmoor, but not in her current capacity. Mr. Skaggs reported that landscaping moves from entry to entry and the Mutual rehabs the entire entry. Entry rehabs were stopped for one year. They will be addressed next year in an orderly manner.

Ms. Pollon did a presentation. Landscaping wants to be proactive instead of reactive. There are 404 irrigation controls on site. They connect with the satellite. This gives a more precise number for watering. Irrigation comes on at night. This makes it difficult because you need to see if there are breaks. Irrigation techs will be hired. We are converting sprinkler heads. We are selectively reducing lawns. We want to build soil health. We are also starting a compost and mulching program. This makes it easier to hold on to more water and to suppress weeds. We are shifting to soil food and reducing chemical usage. We want to improve the resident experience. We want to streamline the process. Call the work order desk for general maintenance issues. Plant replacements happen in Jan/Feb because they require less water at that time. Ms. Pollon wants to start a quarterly newspaper article that will feature plants and parks. She would like to get people outside. This is better for your health. She would like to create more paths and seating and resting areas. Ms. Pollon's goals are to improve the focal areas and redo corners. Improve soil plant and turf health. Renovate declining entries. Ms. Pollon has a 2-year plan. In 2017, mulch odd entries. In 2018, mulch even entries. Replace worst 10% of lawns Mutual-wide. Create zones to address more areas more quickly.

### RECYCLING INITIATIVE

Mr. Fehlig reported that entry coordinators go through CERT and EPO of Rossmoor. Jency James of Republic Services attended a Mutual Board meeting. The recycle bin is blue and the landfill is grey. It costs the Mutual \$1,000 yearly for a one cubic yard dumpster. Mr. Fehlig is also working with Sustainable Rossmoor and Carol Weed of TrashTalkers. Second Walnut Creek Mutual slowly rolled out the program for right-sizing of the containers. There are convenient recycle bags that residents can use to carry their recyclables to the bins. Please only take one per unit. Posters are on the enclosures to show what goes in the landfill and recycle bins. The service for the recycle dumpsters is twice weekly at no cost. Remember to break down boxes. If they are too large, take them up to MOD. If asked, Republic Services will give clean bins twice a year.

### BUDGET 2018

Mr. Donner presented the 2018 budget. He advised the membership that there are 3 parts to consider. The operating fund is for day-to-day maintenance and repairs. The reserve fund is for repair and replacement of major components over 30 years, such as asphalt and painting. The GRF portion is to maintain Trust facilities such as pools, golf course, clubhouses, etc.

The MOD management fee had an increase of \$3.65. This is partly due to COLA (cost-of-living-adjustment). The Golden Rain Foundation had fallen behind on wages. This was causing a loss of qualified employees. MOD is also adding positions such as a Landscape Field Supervisor.

The monthly increase will be \$31.00 for a total monthly coupon amount of \$758.00 per manor.

### ELECTION RESULTS

Ms. Paone announced that only Mr. Fehlig came forward by the August 17<sup>th</sup> deadline.

He was elected by acclamation. His term ends October of 2020.

### RESIDENTS' FORUM

Residents thanked Mr. Fehlig for his work on the recycle program.

A resident stated that plastic bags should be placed in a clear bag and then tied up. Do the same with paper shredding.

A resident asked Mr. Fehlig to check their area again regarding down-sizing. Their trash bin seems to get full quickly.

A resident asked what percent of reserves are funded. Mr. Skaggs reported that an on-site reserve study is done every 3 years. The Mutual can borrow money if the reserve fund can't handle a particular problem.

A resident reported that turkeys are getting into the mulch. Ms. Pollon stated that they are looking for insects. She will be creating a cobble border to keep the mulch off the sidewalk.

A resident asked if minutes can be emailed to all Mutual members. Mr. Skaggs stated that there is a cost involved and it would be difficult to do right now. Minutes are approved at the next meeting and then posted on the website.

A resident requested that mature trees be culled and new trees planted. PG&E lines are above the trees and this can be a fire hazard. He also didn't want barbecues on porches. He thought the Mutual could make a communal area for barbecuing.

Mr. Skaggs reported that the Board will be looking at whether they need to amend their policy on barbecues.

A resident asked what had been done for building safety in case of an earthquake. Are the buildings retrofitted? Mr. Skaggs reported that the Mutual does not have earthquake insurance. He asked Mr. Marlatte to get a cost estimate for possible retrofitting.

A resident thanked the Board for their dedication and hard work, especially Ms. El-Baroudi for her long-term service.

A resident asked if the Mutual can have trails that are asphalt. Mr. Skaggs stated the concrete is hard on feet, but it is the safest and easiest to maintain.

A resident asked about the policy for cleaning out storm drains. They are still flooding in the rainy season by the carports. Mr. Donner reported that some drains are on a schedule for routine cleanings. MOD tries to keep catch basins free of leaves. Mr. Marlatte can check those areas.

A resident thanked Ms. Pollon and the Board for their work. She was concerned about fires and suggested that each person needs to know what to do and to make sure they have medications available to quickly take with them if they need to leave their manor. Talk to your neighbors. Know who needs oxygen. Consider joining "Map Your Neighborhood".

A resident volunteered her entry to be part of a pilot program for the recycling. She also wanted to know what to do if she runs into coyotes and wanted to know what the general health of SWCM is regarding foreclosures.

Mr. Skaggs reported that they have no information on individual's financial health. Rossmoor counseling is available for residents with issues.

Ms. Pollon reported that there is no coyote culling program.

A resident stated that she was concerned because the Board changed the floor policy. She wanted to know how a resident is protected if the Board changes a policy. She requested that the Board rescind this policy.

Mr. Skaggs reported that residents own a membership in the Corporation. They don't own the manor. Therefore policies can change. Next year, the Board is re-writing the policies. They will be sent out for comments and the Board will take those comments into account before making any decisions.

### ANNOUNCEMENTS

Mr. Skaggs announced that due to the Annual Meeting, there will be no regular board meeting this month. He also announced that the Organizational Meeting would immediately follow adjournment of the Annual Meeting.

Next SWCM Regular Board Meeting      Thursday, November 16, 2017  
9:00 a.m. – Peacock Hall

Mr. Skaggs announced that having no further business, the Forty-Sixth Annual Membership Meeting was adjourned at 11:50 a.m. to an organizational meeting to elect officers. He dedicated the annual meeting to the memory of Dick Unitan and Barbara El-Baroudi's husband who recently passed away.

/s/ \_\_\_\_\_  
Anne Paone, Assistant Secretary  
Second Walnut Creek Mutual