

MINUTES

SECOND WALNUT CREEK MUTUAL
REGULAR MEETING OF THE BOARD OF DIRECTORS
THURSDAY, NOVEMBER 17, 2016 AT 9:00 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 9:00 a.m. on Thursday, November 17, 2016 in Peacock Hall, Gateway Complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: Present: Sanford Skaggs, President
Barbara El-Baroudi, Vice President/Treasurer
Frank Mansfield, Vice President
Susan Williamson, Director

Excused: Richard Unitan, Secretary

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 15 residents in attendance.

The consent calendar consisted of:

Regular Meeting Minutes – August 18, 2016
Executive Session Minutes – August 18, 2016
Approve Contract – Silicon Valley Paving-Add work in Entry #1, Running Springs in the amount of \$16,000

Ms. El-Baroudi moved to approve the consent calendar as presented. Ms. Williamson seconded and the motion carried without dissent.

RESIDENTS' FORUM

The issue of lawn replacements and other landscaping near the wall at entry 1 Ptarmigan were addressed.

Mr. Skaggs stated that rehabs are done entry-by-entry. The Board will devote money to remediation because of the drought. The Board will be working on developing a plan. Messy trash areas and signs falling apart were also discussed. Mr. Skaggs stated that someone will go out and take a look.

LANDSCAPING REPORT – Rebecca Pollon, Landscape Manager

Ms. Pollon reported on the following:

LAWN MAINTENANCE: Turf mowed has slowed to every other week. Turf is currently being watered every 3-5 days and is on a rain prediction model that delays watering if rain is forecasted. Reports of irrigation breaks or dry spots in lawns are always appreciated. Please call or email the work order desk.

ENTRY MAINTENANCE: Crews are working on leaf cleanup and drain clearing.

TREE MAINTENANCE: Any emergency tree work is performed by Waraner Tree Service. A permit has been submitted to continue with diseased tree removal at the end of Running Springs on the hill.

LANDSCAPE REHAB: MOD crews have finished Canyonwood 11 and will turn to work orders and plant replacements. We will begin on Fairlawn court and will move south, moving back up Tice Creek last.

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

Mr. Marlatte reported the following: Carpentry and Painting Maintenance-Carpentry Preventative Maintenance and Painting is at entries 9 through 12 on Tice Creek Drive; working on Carports; Roofing Program-Finishing the last two roofs for 2016; Bridge and Stair Replacements-Done 2016; Deck Coating-Scheduling as required in Preventative Maintenance area and as needed; Appliance Replacements-Appliance replacement for the month of October was \$18,785.00; Roof and Gutter Cleaning-is starting on all buildings; Manor Lube-2016 manor lube, letters being sent to residents who have not been inspected and they have until November 21st to respond or the Mutual, Prograss, Securitas and Bomacs will enter to perform Manor Lube. Will start in a few weeks on the list for 2017; Paving and Seal Coat-Done, entries 11 and 14, entries 15 and 17 on Tice Creek.

Mr. Skaggs reported that crews are ahead of schedule on the building maintenance program. Mr. Marlatte reported that the Mutual's goal is to repaint the buildings on an eight-year cycle. The Manor Lube contract went up slightly from last year. They will replace the smoke detector batteries, change out filters, clean coils on the fridge, look at gas valves on the furnace and look at water heaters.

Mr. Mansfield moved to approve renewals of contracts with Prograss to perform manor lubes and to clean gutters and downspouts and authorize the President to execute them. Ms. Williamson seconded and the motion carried without dissent.

Mr. Skaggs advised the membership to check the water heater closet and if they see water to call MOD. They should call the work order desk for any issues. If they don't get any satisfaction, then email the Board at SWCM@rossmoor.com. Weekends or nights, call Securitas.

TREASURER'S REPORT – Rick Chakoff

Mr. Chakoff reported that through October the Mutual had a \$30,000 deficit to budget. Building Maintenance was over budget as were Utilities, but water charges are seasonal and should be lower for the remainder of the year. The Mutual was under budget in landscaping. The finances look fine.

Ms. El-Baroudi reported that there were 10 sales in October. The median price was

\$359,975. There have been 121 YTD sales. The median price was \$339,900.

Ms. El-Baroudi moved to approve the engagement letter from Bong, Hillberg, Lewis, Fischesser LLP to prepare the audited financials and to authorize the President to sign the engagement agreement. Ms. Williamson seconded and the motion carried without dissent.

Ms. El-Baroudi moved to certify that the Board is in compliance with Civil Code section 5500-review of financial records. Ms. Williamson seconded and the motion carried without dissent.

PRESIDENT'S REPORT

Mr. Skaggs reminded the membership that GRF negotiated the Comcast contract. The Comcast offer that the Board is considering is the option of having two DVRs for \$9.00 and a landline for \$20.00. The entire Mutual must participate and pay for the services if the Board decides to accept the offer. The Board has until December 2017 to decide. Everyone will pay for the options even if they don't use the services. The membership will receive the annual mailing in December. In the mailing, there will be a postcard to return indicating your preferences on the Comcast offer. The survey will inform the Board, but not bind it. The Board will consider all available information and endeavor to make a responsible decision taking into account varying views.

EMERGENCY PREPAREDNESS REPORT

No report.

BYLAWS

Mr. Skaggs stated they are working on the Bylaws. Once they are done, the proposed Bylaws will be mailed out to the membership. Mr. Skaggs encouraged everyone to vote. A majority of the Mutual is required to pass the Bylaws.

UNFINISHED BUSINESS

None

NEW BUSINESS

Mr. Skaggs reported to the membership that two years ago the Mutual began charging owners of golf carts for the use of Mutual electricity and the rental of golf ports. If a golf cart was charged in the carport, there was no charge for the usage of electricity. The Board is considering whether to charge every golf cart owner for electricity or not to charge anyone.

Residents made various comments on the matter.

Ms. Williamson moved to drop the program and stop charging golf carts for using electricity. Mr. Mansfield seconded and the motion carried without dissent.

Although, as required by State law, the Policies allow construction of electric vehicle charging stations at resident's expense, such are not cost effective or practical in our carports. The Board is actively working on policies and solutions to allow safe charging of vehicles and to find a way to charge residents who use electricity for this purpose. In the meantime, the Policies forbid use of Mutual electricity to charge automobiles.

ANNOUNCEMENTS

Mr. Skaggs announced the following meetings:

Second Mutual Regular Monthly Meeting – Thursday, January 19, 2017
9:00 a.m. Peacock Hall – Gateway Complex

GRF Regular Board Meeting – Thursday, January 16, 2017 at 9:00 a.m.
Peacock Hall – Gateway complex

ADJOURNMENT

Having no further business, the meeting adjourned at 10:05 a.m.

/s/ _____
Anne Paone, Assistant Secretary
Second Walnut Creek Mutual

An executive session was held following the open session at 10:10 a.m. Topics included:

- Member Discipline-Unauthorized Occupancy
- Member Discipline-Possible Unauthorized Occupant, Late Assessments
- Member Discipline-Unauthorized Occupancy
- Member Discipline-Carport Storage

With no further business to discuss, the Board adjourned the Executive Session at 10:30 a.m.

An executive session was held on October 6, 2017 at 10:00 a.m. Topics included:

- Member Discipline-Alleged Altercation Between Residents, Cat Running Loose

With no further business to discuss, the Board adjourned the Executive Session at 11:50 a.m.