

## MINUTES

### SECOND WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, NOVEMBER 20, 2014 AT 9:00 A.M. PEACOCK HALL – GATEWAY COMPLEX

President Barbara El-Baroudi called to order the regular meeting of the Board of Directors of Second Walnut Creek Mutual at 9:00 a.m. on Thursday, November 20, 2014 in Peacock Hall, Gateway Complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: Present: Barbara El-Baroudi, President  
Sandy Skaggs, Vice President  
Clay Dunning, Treasurer  
Pat Dulmage, Director  
Richard Unitan, Secretary

Excused: None

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

There were 5 residents in attendance.

#### APPROVAL OF THE MINUTES

The minutes of the regular Board meeting of September 18, 2014 and the Organizational minutes of October 21, 2014 were approved without dissent as written and reviewed.

#### RESIDENTS' FORUM

Janna Hunter, Leisure Lane, Entry 7 – Ms. Hunter reported that the mulch under the trees is not finished. It needs to be raked and spread around. She also reported that the trash area in Entry 7 is a mess. The laundry room is messy and the trash cans are full. Mr. Perona will take care of the bark problem. Ms. El-Baroudi commented that the laundry rooms are cleaned twice a month and it is up to the residents to keep them cleaned and orderly in the meantime. The Board will take her comments under advisement.

#### LANDSCAPING REPORT – Rich Perona, Landscape Manager

Mr. Perona reported that landscape rehab work is done at Entry 6 on Singingwood Court.

**LAWN MAINTENANCE:** Lawns are being fertilized this week with Turf Supreme a balanced fertilizer. Irrigation controllers have been turned off.

**ENTRY MAINTENANCE:** Crews are concentrating on leaf removal. They will also spot spray weeds as necessary.

**TREE MAINTENANCE:** Waraner Brothers Tree Service handles all work orders.

**LANDSCAPE REHAB:** The crew is currently working in Singingwood Court entry 4. This

involves removing all of the old landscape, installing block walls, new irrigation, new shrubs and trees and the installation of shredded bark and lodi rock. Drain issues will also be resolved during this time.

Terra Landscape is re-landscaping the front of 3100 Tice Creek entry 6.

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

Mr. Marlatte reported that Carpentry and Painting Maintenance has moved to Canyonwood Court – Entries 2 and 4; The Roofing Program is 96% complete; Bridge and Stair replacement - They are inspecting the remaining bridges for 2015; Deck coating is scheduled as required in P.M. area and as needed; Appliance replacements for the month of October was \$25,396.00; Roof and Gutter Cleaning – Awaiting cold spell as they need the leaves to stop dropping; Manor Lube 2014 is 87% complete and Paving and seal coat is completed for the year.

#### TREASURER'S REPORT – Rick Chakoff

Mr. Chakoff reported that the Mutual is over budget by \$240,000 in the expense areas. \$79,000 is due to building maintenance and public works. \$16,000 is due to landscaping, but will probably even out, \$52,000 in insurance is due to shared deductibles, \$14,000 is in professional services such as legal services, and \$80,000 is in utilities, mainly water. This line item may finish the year on budget, depending on the weather.

Mr. Dunning reported there were 10 resales in October with a median price of \$280,000. Year-to-date, there were 113 resales with a median price of \$280,000.

#### PRESIDENT'S REPORT

No Report

#### WATER CONSERVATION COMMITTEE - Dick Unitan

Mr. Unitan reported that there was an article in the Rossmoor News indicating a reduction in water usage. EBMUD still has 56% of reserve water available. Singingwood Court, Entry 4, turned the lawn area to a social area so that they can use less water in that area.

#### EMERGENCY PREPAREDNESS REPORT – Rose Kasmai

Mr. Unitan reported that they are still looking for entry coordinators to assist in catastrophic circumstances. They will check on each resident in their entry. They will then radio to CERT. CERT can transport individuals that need medical attention. CERT can also hold pets until owners come to claim them.

Ms. El-Baroudi reminded the membership that they need to have water set aside for Emergencies, including situations where there is a main line break and the water will be turned off until it is repaired.

#### UNFINISHED BUSINESS

Ms. El-Baroudi reported that the fee to rent a golf port has been \$10 per month. This fee will be increased to \$20 monthly. The Mutual pays for the electricity in the carports and the golf ports. SWCM will now charge \$5 monthly for electric carts and it will be billed annually for a total of \$60.00. Ms. El-Baroudi then called for a motion.

Mr. Skaggs moved (a) to increase the fee for use of a golf-port to \$20 per month, payable quarterly in advance, effective January 1, 2015; (b) establish a fee for use of Mutual electricity for charging golf carts in the amount of \$60 per year, payable in advance, effective January 1, 2015; (c) to approve the revised form entitled *Second Walnut Creek Mutual Agreement to Use Golf-port parking Space*, as submitted, (“the authorized form”); (d) to approve the procedures set out in the document entitled *Second Walnut Creek Mutual Allocation of Golf-ports*, as submitted; and (e) to authorize Paul Donner of Mutual Operations and his designees to execute, on behalf of the Mutual, Agreements in the authorized form. Ms. Dulmage seconded and the motion carried without dissent.

#### NEW BUSINESS

None

#### ANNOUNCEMENTS

Mr. Dunning reported that the SWCM Trust Committee will meet in the conference room in the Board office. The focus will be on proposed amendments.

Ms. El-Baroudi announced the following meetings:

Second Mutual Regular Monthly Meeting – Thursday, January 22, 2015  
9:00 a.m. Peacock Hall – Gateway Complex  
NO DECEMBER MEETING

GRF Regular Board Meeting – Wednesday, December 4, 2014 at 9:00 a.m.  
Peacock Hall – Gateway complex

Trust Agreement Review/Revision – Friday, December 12, 2014  
9:30 a.m. Board Room (Gateway)

Trust Agreement Committee – Monday, December 1, 2014 at 10.a.m.  
Gateway Board Conference Room

#### ADJOURNMENT

Having no further business, the meeting adjourned at 9:35 a.m.

/s/

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Anne Paone, Assistant Secretary  
Second Walnut Creek Mutual