

MINUTES

SECOND WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, MARCH 15, 2018 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, March 15, 2018 in Peacock Hall, Gateway Complex, 1001 Golden Rain Road, Walnut Creek, California.

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

Absent: None

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

There were 23 residents in attendance.

The consent calendar consisted of:

- a. Ms. El-Baroudi moved to approve the Regular Meeting Minutes – February 15, 2018 and the Executive Session minutes – February 15, 2018, as presented. Mr. Mansfield seconded and the motion carried without dissent.
- b. Ms. El-Baroudi moved to approve the contract with Facilities Advisors International to prepare the Reserve Study at a cost of \$12,450. Mr. Mansfield seconded and the motion carried without dissent.

RESIDENTS' FORUM

A resident asked about earthquake preparedness. She knows that the gas should be turned off. Has the Board considered automatic shut-off valves? Should residents turn it off? Mr. Donner reported that MOD has looked at gas breakers, but they haven't found one they are comfortable with. There are none installed at Rossmoor. The resident should not shut off the gas.

Mr. Fehlig reported that PG&E has sent a trainer to talk about this at EPO meetings. It is not practical to do shut-offs building by building. Each meter has a valve for each unit. You should have PG&E turn them off.

A resident stated that the valves are painted shut on some meters. Mr. Fehlig advised her to call PG&E. They will correct it.

The resident thanked Mr. Fehlig for the waste bins. They are looking dirty. Mr. Fehlig reported that the refuse company will swap them out twice a year.

LANDSCAPING REPORT – Rebecca Pollon, Landscape Manager

Ms. Pollon reported the following:

MAINTENANCE REPORT;

Maintenance crews are continuing their winter schedules hard pruning large shrubs for size control and good health.

REHAB REPORT

- STANLEY DOLLAR ENTRY 1 and 2;

Complete! Contact has been made with EBMUD for a post inspection for the rebate.

-TICE CREEK 1

Complete!

-PLANT REPLACEMENTS AND RESIDENT REQUESTS

Resuming NOW

-TREE WORK

The Landscape Manager will begin walks with the arborist in zones to estimate building clearance and preventative maintenance plans.

-ENTRY REHABS

I will walk with Terra to obtain an estimate for Canyonwood 9 entry rehab which incorporates resident feedback from our January 31st meeting.

Mr. Stotter reminded the members that any landscape requests should be sent to him. SWCM email is the best way to communicate.

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 entry A and AA on Tice Creek Drive; Roofing Program-Fourteen roofs planned for 2018; Bridge and Stair Replacements- Reviewing 2018; Deck Coating-Scheduling as required in Preventative Maintenance area and as needed; Appliance Replacements-Appliance replacement for the month of February was \$17,174; Roof and Gutter Cleaning-all roofs and gutters have been cleaned. Please call the order desk for additional roofs or downspouts that need to be cleaned; Manor Lube-2017 is completed. 2018 manor lube has started; Paving and Seal Coat - Preparing 2018 schedule for Board review; 1200 Canyonwood Ct.-Building movement – Contract has been awarded to Ned Clyde Construction. Scheduling to follow; 1537 Canyonwood Court - Columns – Bach Construction to start weather permitting; 1100 Singingwood Ct. #8 – Remediation continues and review by

Board; 3212 Tice Creek Drive – Being reviewed by Board.

TREASURER'S REPORT – Rick Chakoff

Mr. Chakoff reported that YTD, there is a surplus to budget of \$41,000. He reminded everyone this is only the beginning of the year, but everything looks fine.

Mr. Fehlig reported that there have been 10 resales in February with a median price of \$370,250. YTD, there have been 15 resales with a median price of \$370,500.

PRESIDENT'S REPORT

Mr. Skaggs reported that the Rehab Carpentry and Painting is done in an orderly manner proceeding from north to south. A new cycle has begun at the north end of Tice Creek, Entries A and AA. The plan is to complete the cycle in approximately 8 years. Additionally, the Mutual spends approximately \$500,000 on roof repair and replacement each year with priorities determined by inspection.

Annually, the Mutual inspects its equipment in each manor and replaces batteries in the smoke alarms and HVAC filters (the "Manor Lube"). Each Occupancy Agreement sets forth the right of the Mutual to enter the manor, upon proper notice, to perform the Manor Lube. The Mutual's agents look at items for which the Mutual is responsible such as the furnace, water heater, and refrigerator. Residents are asked to cooperate when contacted. This is not optional. The manor is owned by the Mutual and leased to the resident. If it becomes necessary, the Mutual will hire a locksmith to enter and the member will be charged for the cost.

BYLAWS

Mr. Skaggs reported the Board is almost ready to send out the revised Bylaws. The members will be asked to comment on a draft proposal. There are not any major changes that effect day-to-day living. However, laws have changed and the current bylaws are not compliant, which should be corrected. References to HUD need to be removed because the original construction loan has been paid, so there is no reason for HUD oversight. Once a final proposal is prepared it will be submitted to the Member for a vote by mail, as required by law. A majority of the Members must vote in favor of the proposal for it to be adopted.

Mr. Skaggs reminded the Members that the Bylaws requires them to have insurance. Members should get an HO6 policy which covers their personal property, loss-of-use and liability for negligent acts and omissions. An example would be that if your dishwasher should break and flood your neighbor's manor, your insurance would cover the repairs. This is not a Mutual responsibility.

Mr. Fehlig reminded the membership that they should sign up for Nixle. It's free and will alert you (by text, email or phone - your choice) to any major problem in Rossmoor.

You can go to Rossmoor.com and click on the Nixle button and sign up or you may call to sign up.

RECYCLE

Mr. Fehlig reported that Jency James (Republic Services) and he go out about every 6 weeks reviewing the bins. The Mutual will get more recycle dumpsters and less landfill bins. The Mutual may save \$1,000 per cubic yard, per year. They give out recycle totes to sort products inside your manor. Then you can carry it out to the bin and dump it. Canyonwood and Singingwood are participating in a trial for organic recycling. Food stuff, yard clippings, and soiled pizza boxes are some of the items that can go in the organics bin. They give out 2-gallon containers for organics. You should line it with something. You can buy recycle trash bags. Then you can empty it in the green bin and bring the bucket back to your house. We have had a successful roll-out. Hopefully, all of the Mutual will have organics by mid-year.

Please call Mary Ann at MOD if you see extra-large boxes, wood, etc. in the dumpsters. She will have it removed.

UNFINISHED BUSINESS

Mr. Skaggs explained the revisions to Policy 5.3 - hard surface flooring on second floor manors. It is being revised to allow luxury vinyl products. Mr. Marlatte and Mr. Mansfield look at the alteration applications. The upstairs unit has hard surface flooring limited to the entry hall, bathroom, and kitchen. This will provide flexibility regarding other materials, if they are appropriate and meet the standards.

Mr. Fehlig moved to adopt the revisions to Policy 5.3. Mr. Mansfield seconded and the motion carried without dissent.

NEW BUSINESS

None

ANNOUNCEMENTS

Mr. Skaggs announced the following meetings:

Second Mutual Regular Monthly Meeting – Thursday, April 19, 2018
10:00 a.m. Peacock Hall – Gateway Complex

GRF Regular Board Meeting – Thursday, March 29, 2018 at 9:00 a.m.
Peacock Hall – Gateway complex

ADJOURNMENT

Having no further business, Mr. Skaggs adjourned the meeting at 10:50 a.m.

Second Walnut Creek Mutual

**The Board of Directors met in executive session on February 15, 2018 following the adjournment of the open Board meeting to discuss the following:

1. Member Matters – reimbursement assessments, payment plan
Reimbursement assessments were imposed. A payment plan was presented to the Board and was approved in concept.

Having no further business, the executive session adjourned at 11:15 a.m.