

## MINUTES

### SECOND WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, MARCH 21, 2019 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 21, 2019 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  
Michael Stotter, Secretary  
Mark Fehlig, Treasurer

Absent: None

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

There were 16 residents in attendance.

The consent calendar consisted of:

- a. Approval of Minutes: Regular Meeting Minutes – February 21, 2019  
Executive Session Minutes – February 21, 2019

*Mr. Stotter moved to approve the Consent Calendar as presented. Mr. Mansfield seconded and the motion carried without dissent.*

### RESIDENTS' FORUM

The Resident Forum was held. Resident discussed hard-surface flooring. Resident asked if manor is inherited, what happens? Mr. Donner reported that there is no inspection on a transfer when a manor is inherited.

Resident asked if Mutuals are opting out of using Round Up. Mr. Donner reported that FWCM has opted out.

Resident reported that his entry needs extensive landscape work. Mr. Stotter will visit his entry (E8 CW) and speak to him.

### LANDSCAPING REPORT – Paul Donner/Michael Stotter

Mr. Stotter reported the following:

MOD is wrapping up the plant replacements. They will begin composting and mulching. This was not done last year. The lawns at 1325 S.D. and 1500 C.W. were removed.

The junipers at 3224 T.C. will be removed.

Mr. Donner reported that new mulch and compost will be used. The tree logs go out, get treated and then come back specifically designed for our soil.

Mr. Skaggs reported that the Mutuals have landscape rehabbing done following the carpentry rehabbing. However, landscaping had been paused due to the drought. The Mutual needed to replace plants.

M. Stotter reported that Canyonwood, Entry 5 and Ptarmigan, Entry 4 will have landscape rehab next.

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

Mr. Marlatte reported the following: Carpentry and Painting Maintenance-Carpentry Preventative Maintenance and Painting is on Running Springs Road; Roofing Program-Reviewing roofs for 2019, will give to State Roofing; Bridge and Stair Replacements-None at this time; Deck Coating-Scheduling as required in Preventative Maintenance area and as needed; Appliance Replacements-Appliance replacement for the month of February was \$23,381.00; Roof and Gutter Cleaning-Please call the order desk for additional roofs or downspouts that need to be cleaned; Manor Lube-2019 manor lube program is underway (Pass the Gate, not Pro Grass); Paving and Seal Coat – Silicon Valley Paving low bid at \$184,477.50; 1200 Canyonwood Ct.-Building movement – Ned Clyde Construction preparing plans and obtaining permits, plans are with Geo-Tech; 1333 Running Springs Rd – Column replacement-finished by engineer and obtaining permit.

Mr. Skaggs reported the Mutual spends about \$500,000 yearly on roofs. The Manor Lube is not voluntary. The Mutual is responsible for some items and therefore does an inspection yearly.

#### TREASURER'S REPORT – Rick Chakoff

Mr. Chakoff reported that it is still very early in the year, but the operating fund is \$63,000 surplus to budget. Some of this is due to seasonal expenses. Water is under budget and insurance is over budget. The budget, as a whole, looks fine.

Mr. Skaggs explained that the Davis-Stirling civil code previously required that the Board review the financials quarterly. The review is now required monthly. This can be satisfied via committee which the Board will ratify. Mark Fehlig and Barbara El-Baroudi are the committee members.

*Mr. Mansfield moved to ratify the Board's compliance with Civil Code Section 5500.  
Mr. Fehlig seconded and the motion carried without dissent.*

#### PRESIDENT'S REPORT

Reported throughout the meeting.

#### RECYCLE

Mr. Fehlig reported that there is an electric vehicle charging application online under Miscellaneous on the SWCM website. Mr. Fehlig looks throughout the Mutual for cars that

are plugged in. GRF has installed 3 clusters throughout Rossmoor for vehicle charging.

Mr. Fehlig reported that Jency James, Recycling Coordinator from Republic Services, is attending this meeting.

The Mutual is all right-sized now. The organic bin is green. All of Rossmoor will have bins, if they fit in the enclosure.

Residents need to sort trash to place in appropriate bin.

Ms. James addressed the membership and reported that beginning April 15<sup>th</sup>, 32 gallon green carts will be dropped off at entries that can fit them. On April 22<sup>nd</sup>, there will be two workshops in the Fireside Room to explain how to use the green pails. There will be a third meeting on May 4, too, at 10 a.m. at Hillside. The green pail has compostable bags to use. Bags will be available at the workshops.

Mr. Fehlig reported that he keeps a stack of green pails. He hangs them in the enclosure. Residents can go to MOD to pick them up, too.

Mr. Skaggs reported that the 6.6.2 policy says a resident may not use electric unless Board approved. Currently, golf carts may use it. If you violate this policy and use the electric in the carport, the first time you will receive a warning, 2<sup>nd</sup> time, the fine will be \$200 and the 3<sup>rd</sup> time it will be \$500.

#### UNFINISHED BUSINESS

None

#### NEW BUSINESS

None

#### ANNOUNCEMENTS

Mr. Skaggs announced the following meetings:

Second Mutual Regular Monthly Meeting – Thursday, April 18, 2019  
10:00 a.m. Peacock Hall – Gateway Complex

GRF Regular Board Meeting – Thursday, March 28, 2019 at 9:00 a.m.  
Peacock Hall – Gateway complex

#### ADJOURNMENT

Having no further business, Mr. Skaggs adjourned the meeting at 10:57 a.m.



Anne Paone, Assistant Secretary  
Second Walnut Creek Mutual

\*\*The Board of Directors met in executive session on February 21, 2019 at 11:30 a.m. in the small conference room in the Board office to discuss the following:

1. Member Matters: Outstanding debt-will be paid, occupancy-person may be a designated occupant with the proper paperwork completed, Board to look into facts regarding leak; alteration causing cracks-Mr. Mansfield and Bill Parsons looking into matter; cabinets approved for storage-Mr. Stotter will check cabinets and Mr. Skaggs will respond to owner.

Having no further business, the executive session adjourned at 12:25 p.m.