

## MINUTES

### SECOND WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, APRIL 19, 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, April 19, 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; and Anne Paone, Administrative Secretary.

There were 15 residents in attendance.

The consent calendar consisted of:

- a. Mr. Mansfield moved to approve the Regular Meeting Minutes – March 15, 2018 and the Executive Session minutes – March 15, 2018, as presented.  
Mr. Fehlig seconded and the motion carried without dissent.

### RESIDENTS' FORUM

A resident discussed garbage that is placed in the landfill bin, but should go in the recycle bin.

There are posters in the enclosures to help show residents which bin to place trash.

A resident inquired about the settlement issue at 3212 Tice Creek. She can't finish her interior work because she is waiting for MOD to complete their work.

Mr. Skaggs stated that the Board will have a written response for her in the next week.

### LANDSCAPING REPORT – Rebecca Pollon, Landscape Manager

Ms. Pollon reported the following:

### MAINTENANCE REPORT

As weather warms and days lengthen, growth patterns will begin to accelerate.

Residents can enjoy blooming Azaleas, Rhododendrons and Cherry trees. Late season rains will postpone the activation of irrigation systems which will save water and money in April.

**LAWN MAINTENANCE:** Mowing will increase to 2-3 times monthly *as weather allows*. Turf has been aerated.

**WATER USE:** Due to late season rains we expect to irrigate very little in April. In late April or early May, be on the lookout for signs of water leaks and irrigation breaks. If a break is suspected please report the location to the work order desk.

**ENTRY MAINTENANCE:** Entry maintenance crews are wrapping up winter pruning tasks including hard pruning of shrubs for size control and good health. Shrubs will be fertilized over the next 6 weeks to feed plants for spring growth.

For all **LANDSCAPE MAINTENANCE REQUESTS** including pruning, irrigation and entry cleanup please contact the work order desk for immediate assistance.

**WORK ORDER DESK**

By phone: 988-7650

By email: [WORKORDER@ROSSMOOR.COM](mailto:WORKORDER@ROSSMOOR.COM)

**TREE ITEMS**

Total 2018 Tree Budget	\$127,500
Tree 2018 Budget Remaining	\$103,863

**REMOVAL APPLICATIONS:** Applications for removal of 5 trees have been submitted to the City of Walnut Creek as follows

- 1101 Fairlawn 2 Dying Pines
- 1300 Canyonwood Dead Pine in front of 1300
- 1163 Running Springs 1 Heavily leaning Pine crowding out adjacent Oaks and Redwoods
- 2424 Tice Creek 1 Sycamore tree that is clogging the sewer in several units of 2424 Tice Creek

**PERMITS RECEIVED** No recent permits received

**LANDSCAPE REHAB ITEMS**

Total 2018 Rehab Budget	\$187,085
Rehab 2018 Budget Remaining	\$175,871

**PLANT REPLACEMENTS, ENTRY REHABS AND RESIDENT REQUESTS**

Plant replacements are wrapping up and bids to complete larger resident requests will

be obtained in the coming month. The roster of requests is attached.

A meeting with Canyonwood 8 and Ptarmigan 5 to obtain feedback from residents on upcoming landscape rehabs is planned for Thursday April 26<sup>th</sup> at 1pm at the lawn in front of 1425 Canyonwood. Flyers have been sent out to residents.

COMPOST AND MULCH We will begin composting and mulching after completion of plant replacements.

TURF REHAB None planned as of yet

CAPITAL IMPROVEMENT PROJECTS None planned as of yet

#### IRRIGATION ITEMS

Total 2018 Irr Reserves Budget	\$2,574
Irr Reserves 2018 Budget Remaining	\$2,307

ET CONTROLLERS A proposal to replace the 8 oldest controllers is attached, one of which has already failed is attached in the amount of \$16,720.

#### DISCUSSION ITEMS

Victor, a SWCM Landscape Rehab technician, has left the company.

Instead of replacing Victor's position in the three-man crew, we believe that it would be more effective to keep a two-man crew and add the additional money to the rehab budget and begin to contract out large entry rehabs.

This will allow us to move more quickly through entry rehabs and utilize the two-man crew for annual items such as plant replacements, the compost/mulch program, irrigation projects, focal projects, and small resident requests.

Ms. Pollon reported that SWCM has 77 controllers. She presented a proposal from ETwater in the amount of \$16,720.

*Mr. Mansfield moved to approve the proposal from ETwater in the amount of \$16,720 to replace eight controllers. Mr. Fehlig seconded and the motion carried without dissent.*

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

Mr. Donner reported the following: Carpentry and Painting Maintenance-Carpentry Preventative Maintenance and Painting is finishing up entry A and AA on Tice Creek Drive; Roofing Program-Fourteen roofs planned for 2018. Work will begin as the

weather clears up; 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 March was \$42,350; 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 – Schedule of work is being prepared; 1200 Canyonwood Ct.-Building movement – Contract has been awarded to Ned Clyde Construction. Scheduling to follow; 1537 Canyonwood Court - Columns – Bach Construction materials are on order; 1100 Singingwood Ct. #8 – Remediation review by Board is in progress; 3212 Tice Creek Drive – options being reviewed by Board and staff.

### TREASURER'S REPORT – Rick Chakoff

Mr. Chakoff reported that the operating fund for March is about \$50,000 surplus to budget. Building maintenance is \$52,000 unfavorable to budget, but is due to the timing of work such as gutter cleaning and manor lubes. Landscape is under budget. Insurance is over budget due to more shared deductibles and the higher cost of the policy. Utilities is \$100,000 favorable to budget, due to rain.

Mr. Skaggs addressed accounts receivables. The Board reviews outstanding amounts from coupons that are not paid. Some larger amounts are usually due to the death of an owner. Once sold, the Mutual gets paid from escrow. The Mutual is in good shape. A resident billable is when the resident is responsible for work that the Mutual had to step in to do. An example would be if a dishwasher breaks and causes problems to Mutual property, a neighbor's property or both. The resident must have insurance. The Board will have a Hearing to impose a reimbursement assessment. The resident has a chance to explain their situation. If they don't pay the outstanding amount, the membership can be terminated. The Mutual takes possession of the manor, sells it, collects money owed to the Mutual and the owner gets the rest of the money. Finally, there is 3<sup>rd</sup>-party billing. This is generally an issue caused by a guest or caregiver of the owner. The member is liable for the actions of their guests or people that they invite in.

Mr. Fehlig reported that there have been 12 resales in March with a median price of \$388,000. YTD, there have been 27 resales with a median price of \$386,000.

### PRESIDENT'S REPORT

Mr. Skaggs reported all items are on the agenda and there is nothing to report at this time.

### BYLAWS

No report.

### RECYCLE

Mr. Fehlig reported that Sustainable Rossmoor gave a great presentation yesterday for Earth Week. Second Walnut Creek Mutual is ahead of the other Mutuals in recycling. Residents are doing well. All the blue dumpsters in SWCM are serviced twice weekly.

Running Springs, Fairlawn, and Leisure Lane are having their dumpsters changed out. The Mutual is halfway done. The green carts are for organic recycling, such as food and plant waste. We are ready to place green carts throughout the Mutual. Canyonwood and Singingwood are using green carts right now.

### UNFINISHED BUSINESS

None

### NEW BUSINESS

Mr. Donner presented the contract for paving. This is within the budgeted amount.

*Mr. Fehlig moved to approve the Silicon Valley Paving contract in the amount of \$59,530 for paving repair and replacement. Mr. Stotter seconded and the motion carried without dissent.*

### ANNOUNCEMENTS

Mr. Skaggs announced the following meetings:

Second Mutual Regular Monthly Meeting – Thursday, May 17, 2018  
10:00 a.m. Peacock Hall – Gateway Complex

GRF Regular Board Meeting – Thursday, April 26, 2018 at 9:00 a.m.  
Peacock Hall – Gateway complex

### ADJOURNMENT

Having no further business, Mr. Skaggs adjourned the meeting at 10:45 a.m.

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