

MINUTES

SECOND WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, MAY 17, 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, May 17, 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; Mark Marlatte, Building Maintenance Manager; Rebecca Pollon, Landscape Manager; Rick Chakoff, Chief Financial Officer; and Anne Paone, Administrative Secretary.

There were 11 residents in attendance.

The consent calendar consisted of:

- a. Mr. Mansfield moved to approve the Regular Meeting Minutes – April 19, 2018 and the Executive Session minutes – April 19, 2018, as presented.
Ms. El-Baroudi seconded and the motion carried without dissent.

RESIDENTS' FORUM

A resident asked for a copy of a report. Mr. Skaggs advised her that it was not available to her per the corporation code and advice of the Mutual's attorney.

A resident had complaints regarding landscaping in front of her building. Ms. Pollon will put plants there.

A resident requested the installation of a ramp. Mr. Skaggs reported that they Board will take it under consideration.

LANDSCAPING REPORT – Rebecca Pollon, Landscape Manager

Ms. Pollon reported the following:

MAINTENANCE REPORT

All irrigation is now on for the season; please call the work order desk if evidence of

irrigation malfunctions are suspected. Lavenders, Catmints and Sages are now coming into full bloom.

LAWN MAINTENANCE Mowing is occurring weekly and has been aerated. Reseeding is complete and some irrigation may be running several times during the day to keep germinating seed moist.

WATER USE Irrigation is on for the season and breaks are likely. If evidence of irrigation breaks are suspected please call the work order desk.

ENTRY MAINTENANCE Entry maintenance crews are working on removing any plants that are more than 70% dead, maintaining fire breaks, treating and removing weeds, and pruning Azaleas, Pieris and Sunset Golds as needed.

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

TREE ITEMS

Total 2018 Tree Budget	\$127,500
Tree 2018 Budget Remaining	\$90,450

MAINTENANCE The tree maintenance contractor has been doing 'zone walks' with our landscape field supervisor to identify and address building clearance issues, safety hazards and dead-wooding. They have completed part of Zone 5.

REMOVAL APPLICATIONS Applications are still pending for the removal of 5 trees and 2 new applications 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
- 1201 Fairlawn Falling Fir tree
- 1101 Singingwood Dead Liriodendron tree

LANDSCAPE REHAB ITEMS

Total 2018 Rehab Budget	\$187,085
Rehab 2018 Budget Remaining	\$173,339*

*This number will increase when the remaining funds left from Victor's departure are calculated.

PLANT REPLACEMENTS, ENTRY REHABS AND RESIDENT REQUESTS

A meeting with Canyonwood 8 and Ptarmigan 5 was held and feedback was obtained. A design for Canyonwood 9, 8 and Ptarmigan 5 is being developed.

COMPOST AND MULCH We will begin composting and mulching in the coming weeks.

TURF REHAB None planned as of yet

CAPITAL IMPROVEMENT PROJECTS None planned as of yet

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 D Tice Creek Drive and Entry 2 Fairlawn Court; Roofing Program-Fourteen roofs planned for 2018. State Roofing to provide a schedule; 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 April was \$22,958; 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-2018 manor lube started; Paving and Seal Coat – Done 2018; 1200 Canyonwood Ct.-Building movement – Ned Clyde Construction preparing plans and schedule for permitting; 1537 Canyonwood Court - Bach Construction – column caps and deck repairs in progress.

Please call the work order desk for additional roofs or downspouts that need to be cleaned.

Mr. Marlatte explained that preventative maintenance includes looking for dry rot on exterior siding, as well as replacing some areas that need metal flashing. The Mutual is trying to go through the community every eight years.

TREASURER'S REPORT – Rick Chakoff

Mr. Chakoff reported that the YTD operating fund balance for April is \$91,000 surplus to budget. There is a deficit in Building Maintenance. Landscape is under budget, but many projects have not started yet. Utilities is under budget by \$126,000, which is mostly due to less water usage.

Mr. Skaggs reported that the budget is figured on an annual basis and divided by 12 months, so it is always an estimate.

Mr. Fehlig reported that there have been 14 resales in April with a median price of \$360,000. YTD, there have been 41 resales with a median price of \$367,000.

PRESIDENT'S REPORT

Mr. Skaggs reported that the Mutual has one large receivable. The owner died and the unit is up for sale. The Mutual will get the money owed once the unit sells.

BYLAWS

Report under New Business.

RECYCLE

Mr. Fehlig reported that recycling will be rolled out on Running Springs this week. They have gone through the entire Mutual doing right-sizing of the trash bins. Organics are the green carts and are currently located on Singingwood and Canyonwood.

More items are getting composted. They return to the soil in 90 days. Members can elect not to have organics and the carts won't be placed in their entry.

Mr. Skaggs reported that there is a state mandated 75% reduction for items in the landfills. Recycling is free and picked up twice a week. Contractors should not be using the bins. Notify the Board or MOD if you see them using the bins.

Mr. Fehlig reported that the Mutual may save approximately \$100,000 each year. He has put up posters in entries to show where everything goes. Blue tote bags are also available in entry trash enclosures. Residents should watch for articles in the Rossmoor News.

UNFINISHED BUSINESS

Mr. Skaggs reported that the Bylaws are being cleaned up. An example would be removing HUD from them, as they are no longer pertinent. The Mutual will be sending out the proposed Bylaws in early June. There will be an article in the Rossmoor News. Ballots will be included. There has to be a majority of members voting yes to approve the new Bylaws.

Mr. Stotter moved to approve sending out the draft Bylaws. 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, June 21, 2018
10:00 a.m. Peacock Hall – Gateway Complex

GRF Regular Board Meeting – Thursday, May 31, 2018 at 9:00 a.m.
Peacock Hall – Gateway complex

ADJOURNMENT

Having no further business, Mr. Skaggs adjourned the meeting at 10:40 a.m.

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

**The Board of Directors met in executive session on April 19, 2018 following the adjournment of the open Board meeting to discuss the following:

1. Member Matters – reimbursement assessments, outstanding balances,
Occupancy issues

Reimbursement assessments were imposed. Some outstanding balances were paid prior to scheduled hearings, so no action was taken. Occupancy issues will be resolved.

Having no further business, the executive session adjourned at 12:30 p.m.