

MINUTES

SECOND WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, MAY 18, 2017 AT 9:00 A.M. BOARD ROOM – GATEWAY COMPLEX

President Sanford Skaggs called to order the regular meeting of the Board of Directors of Second Walnut Creek Mutual at 9:00 a.m. on Thursday, May 18, 2017 in the Board Room at Gateway Complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: Present: Sanford Skaggs, President
Barbara El-Baroudi, Vice President/Treasurer
Frank Mansfield, Vice President
Mark Fehlig, Secretary
Susan Williamson, Director

Absent: None

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

There were 11 residents in attendance.

The consent calendar consisted of:

- a. Regular Meeting Minutes – April 20, 2017
Executive Session Minutes – April 20, 2017
Mr. Mansfield moved to approve the minutes as presented. Ms. El-Baroudi seconded and the motion carried without dissent.

RESIDENTS' FORUM

A resident discussed recycling. He reported that RecycleSmart provides services such as education for Boards.

A resident also stated that he supports recycling efforts. The bins could be changed out with a possible savings per bin.

Mr. Skaggs noted that there has been quite a lot of interest in recycling.

A resident said she supports the idea of a trash audit. Recycle bins are always overflowing, while the trash bin is half full. The lids are very heavy and hard to open.

Mr. Donner mentioned that there is green waste located up at MOD. It is cost-saving to have a central location. The Mutual would have been charged if they were placed in the entries.

Universal Waste takes items such as dried paint and electronics. You can call them and make an appointment.

A resident discussed that members are responsible for the area under the stairs. She doesn't think it is a good idea because that area can be hard to get to for some residents.

Mr. Skaggs reported that the Board will address this issue. They will consider if the Mutual should take care of these areas.

Mr. Donner stated that when he was the Landscape Manager, the Mutual maintained that area. Overtime, residents started planting there. The Board should review it.

A resident reported that her toilet overflowed from the bottom. There was no ring or wax to hold it down. Mr. Marlatta reported that the ring is the resident's responsibility. Everything associated with the toilet is the resident's responsibility.

LANDSCAPING REPORT – Rebecca Pollon, Landscape Manager

Ms. Pollon reported the following:

LAWN MAINTENANCE: Turf mowing has resumed on a weekly basis. Aerating, spring fertilization and treatment for grubs is currently taking place.

ENTRY MAINTENANCE: Entry maintenance crews have moved to their spring/summer schedule pruning shrubs for size control. Call the work order desk if you think something has been missed.

TREE MAINTENANCE: There are no removal permits currently pending.

LANDSCAPE REHAB: The MOD crew has completed the process of its compost and mulch application on all ODD entries in SWCM though Singingwood and are beginning on Canyonwood. Even entries will be addressed in 2018. We are not doing any more plant replacements (projects of 5 plants or less) until this Fall /Winter.

The landscape representative and Ms. Pollon are keeping running lists of the worst 10% of lawns in SWCM for removal or resodding this year. They are also keepings lists of areas that are in need of renovation and focal point projects to complete this year and plan for next year. If you have a project you want completed please submit your request to Susan Williamson.

BUILDINGS AND FACILITIES REPORT – Mark Marlatta, Bldg. Maintenance Mgr.

Mr. Marlatta reported the following: Carpentry and Painting Maintenance-Carpentry Preventative Maintenance and Painting is at entry 13 and 14 on Tice Creek Drive; Roofing Program-Carports are complete and roofs started; Bridge and Stair Replacements-Reviewing 2017; Deck Coating-Scheduling as required in Preventative Maintenance area and as needed; Appliance Replacements-Appliance replacement for the month of April was \$13,820.00; Roof and Gutter Cleaning-as needed; Manor Lube-2017 at 31%. Letters are being sent to residents that did not respond. If a resident is not home, a door hangar is left. Prograss is the company. If the resident doesn't respond to the letter, the Mutual can go in with a locksmith. The resident will be billed for the charge. Mr. Skaggs reminded everyone this is not a voluntary program; Paving and Seal Coat-2017 Done; 1200 Canyonwood Ct.-Aquifer and building movement-Ned Clyde engineer is analyzing data.

Mr. Skaggs reported that the building is not red-tagged. Repairs should be covered through the reserves. The Board is addressing this matter.

The contract with State Roofing for 2017 is in the amount of \$495,315.

Ms. El-Baroudi moved to ratify the contract from State Roofing in the amount of \$495,315. Mr. Mansfield seconded and the motion carried without dissent.

TREASURER'S REPORT – Rick Chakoff

Mr. Chakoff reported that the April operating fund had a surplus to budget of \$139,000 YTD, Utilities are way ahead on water. Building Maintenance was over budget by \$98,000. \$70,000 of that is due to timing such as roof leaks and gutter cleanings. Insurance is \$20,000 better than budget. The policies came in less than anticipated. Mr. Skaggs reported that water conservation should continue and be planned for as part of the budget.

Mr. Chakoff reported that there was a minor error in the audited financials. It was a typo. It doesn't change the audit or affect the bottom line. Mr. Skaggs stated that when the Bylaws are sent out to the membership, the corrected page from the audit will be included.

Mr. Chakoff reminded everyone that there will be an insurance seminar on June 1 at 9:00 a.m. in the Fireside Room. The brochure will include more information. It is important to have loss-of-use insurance. It can take 2 years to rebuild a building.

Mr. Skaggs stated that the occupancy agreement requires that a member have insurance.

Ms. El-Baroudi reported that there were 15 sales in April at a median price of \$399,500. YTD, there were 41 sales at a median price of \$375,000.

PRESIDENT'S REPORT

Mr. Skaggs reported the inspection of the carports is underway. With a permit, auxiliary cabinets may be constructed. Free-standing cabinets are not permitted. The Mutual is trying to collect accounts receivable. Hearings are scheduled. This month they are all paid, so no hearings are required. However, there are some outstanding accounts due to work that was billed to the resident.

Mr. Skaggs reminded the membership that residents are responsible for their guests and any damage that a guest might cause. It would be considered a re-imbusement assessment.

Nixle is up and running and Mr. Skaggs encouraged everyone to join. Residents can be notified via a phone call, text, or email about any sudden events such as a water main break.

BYLAWS

Mr. Skaggs reported that the Bylaws are underway and the Board hopes to send out the Bylaws by June 30th.

RECYCLE

Mr. Fehlig reported that the Board hears the recycling issues and is working on them. He reminded the CERT and EPO entry coordinators to always carry their walkie-talkies. Remember YOYO or you are on your own. Residents may be stranded for 72 hours or longer. Keep supplies handy.

The Board is working on a car charging policy.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ANNOUNCEMENTS

Mr. Skaggs announced the following meetings:

Second Mutual Regular Monthly Meeting – Thursday, June 22, 2017
9:00 a.m. Peacock Hall – Gateway Complex

GRF Regular Board Meeting – Thursday, May 25, 2017 at 9:00 a.m.
Peacock Hall – Gateway complex

ADJOURNMENT

Having no further business, Mr. Skaggs adjourned the meeting at 10:05 a.m.

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

**The Board of Directors met in executive session on April 20, 2017 following the adjournment of the open Board meeting to discuss the following:

1. Appeal of alteration decision. After careful review of the information presented, the Board denied the appeal and agreed the decision of MOD stands. The information presented did not change the requirement, which was not satisfied.

Having no further business, the executive session adjourned at 10:30 a.m.