

MINUTES

SECOND WALNUT CREEK MUTUAL
REGULAR MEETING OF THE BOARD OF DIRECTORS
THURSDAY, JUNE 23, 2016 AT 9:00 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 9:00 a.m. on Thursday, June 23, 2016 in Peacock Hall, 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
Pat Dulmage, Director
Richard Unitan, Secretary

Excused: None

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

There were 16 residents in attendance.

The consent calendar consisted of:

Regular Meeting Minutes – May 19, 2016
Executive Session Minutes – May 19, 2016
Adopt CD & Money Market Placement Program Corporate Resolution
Authorize execution of Money Market Account Placement Program Agreement

Mr. Mansfield moved to approve the consent calendar as presented. Mr. Unitan seconded and the motion carried without dissent.

RESIDENTS' FORUM

Bill Knickerbocker, Tice Creek Dr., Entry 6 – Mr. Knickerbocker asked about the lack of signage on the entries that clearly indicate addresses for that entry. Mr. Skaggs responded that to date it doesn't seem to be a problem and there is not a big interest in replacing the signs. Mr. Knickerbocker commented about a lack of communication with residents regarding paint color selections and he encouraged open communication with residents by all available means.

Jerry Murphy, Leisure Lane, Entry 5 – Ms. Murphy reported that a pipe had broken and water gushed down to the neighbor's manor. Now there is bare dirt. She would like the landscaping revived. Ms. Dulmage will look at it and will talk to Ms. Pollon. Ms. Murphy opted out of Marin Clean Energy (MCE) and wanted to know the Board's position. The

Walnut Creek City Council decided to join MCE and the Mutual will be included unless it decides to opt out and stay with PG&E. Mr. Skags reported that the Board has not taken a position yet.

Judy Ranieri, Tice Creek Dr.; Entry 14 – Ms. Ranieri has a neighbor who is a smoker. She called the city and they sent someone out. She filed a second complaint with the city. Mr. Skaggs said enforcement of the no smoking ordinance was the responsibility of the City. Ms. Ranieri also commented that the air conditioner in one of her bedrooms was removed. Mr. Marlatte will come to her manor and look to see if she is entitled to have another unit installed by the Mutual.

LANDSCAPING REPORT – Rebecca Pollon, Landscape Manager

Mr. Donner read from Ms. Pollon's report as follows:

LAWN MAINTENANCE: Turf is being mowed weekly. Irrigation controllers are on and turf is being watered every 2-3 days.

ENTRY MAINTENANCE: Crews are working on scheduled pruning and spot spraying every 4-6 weeks.

TREE MAINTENANCE: Any emergency tree work is performed by Waraner Tree Service.

LANDSCAPE REHAB: Crews are currently working in Canyonwood entry 10 and will be addressing work orders when they are finished. Once complete, they will move to Canyonwood 11.

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 7 and entry 8 on Tice Creek Drive; Roofing Program- 2016 contract completed. Work starting on July 11; Bridge and Stair Replacements-Inspecting remaining bridges for 2016; Deck Coating-Scheduling as required in Preventative Maintenance area and as needed; Appliance Replacements-Appliance replacement for the month of May was \$16,990; Roof and Gutter Cleaning-Done, on call basis; Manor Lube-2015 manor lube, letters being sent to residents who have not been inspected; Paving and Seal Coat-Done, entries 11 and 14, entries 15 and 17 on Tice Creek.

TREASURER'S REPORT – Rick Chakoff

Mr. Chakoff reported that for the end of May there is a surplus to budget of \$37,000. The YTD surplus to budget is \$133,415. MOD operates as a not-for-profit organization. There was a \$200,000 surplus and the GRF Board approved returning the money to the Mutuals. SWCM's share of this dividend was \$43,000. YTD, Building Maintenance is over budget, but that is seasonal and due to gutter cleanings and rain leaks. There is \$2,354,000 in the replacement reserves.

Ms. El-Baroudi reported that there were 14 sales in May. The median price was \$332,000. There have been 71 YTD sales. The median price was \$330,000.

PRESIDENT'S REPORT

Mr. Skaggs reported that GRF passed the golf cart registration. The Mutual needs to know who owns a golf cart, as sometimes the golf carts have been abandoned or are parked illegally. There is a \$10.00 one-time registration fee. Registration begins on July 1, 2016. Currently the Mutual charges owners of carts parked in golf ports for electricity but has not charged owners who park in carports. After registration, the Board will be able to develop a consistent policy applicable to all SWCM golf cart owners.

EMERGENCY PREPAREDNESS REPORT

Mr. Unitan reported that they are always looking for entry coordinators. They are the first responders. They coordinate with residents in their entry. Many entries have storage areas for emergency equipment. Entry coordinators work with CERT. They can communicate with HAM radio operators. CERT is responsible for getting injured residents cared for. See Mr. Unitan if you are interested.

BYLAWS

Mr. Skaggs reported that the subcommittee continues to work with the attorneys on revised Bylaws. The attorney will send them the revised draft for the Board to review. Ultimately, the proposed Bylaws will be sent to the members. The membership votes to adopt the new Bylaws. Mr. Skaggs reminded everyone to remember to vote when the time comes.

UNFINISHED BUSINESS

Mr. Skaggs reported that the Board wanted to have specifications for insurance in writing. The residents are responsible for any personal items. The Mutual's insurance covers any approved alterations. This is now stated in the policy. There have been no substantive changes so it was posted on the bulletin board and not mailed to the membership. Mr. Skaggs reminded everyone to get alteration permits if doing any work. This only applies to items that would be covered under the Mutual's insurance. A proposed policy was posted for 30 days as required by law.

Ms. El-Baroudi moved to adopt Policy 16.0-Insurance. Mr. Mansfield seconded and the motion carried without dissent.

Policy 16.0 is effective immediately.

NEW BUSINESS

None

ANNOUNCEMENTS

Mr. Skaggs announced the following meetings:

Second Mutual Regular Monthly Meeting – Thursday, July 21, 2016
9:00 a.m. Peacock Hall – Gateway Complex

GRF Regular Board Meeting – Thursday, June 30, 2016 at 9:00 a.m.
Peacock Hall – Gateway complex

ADJOURNMENT

Having no further business, the meeting adjourned at 9:55 a.m.

/s/ _____
Dick Unitan, Secretary
Second Walnut Creek Mutual