

MINUTES

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

There were 20 residents in attendance.

The consent calendar consisted of:

- a. Approval of Minutes: Regular Meeting Minutes – June 21, 2108
Executive Session Minutes – June 21, 2018
- b. Ratify execution of agreement with Bluestone Engineering Inc. for structural consulting services relating to repair of 1333 Running Springs, Entry 8, at hourly rates but not to exceed \$19,000.
- c. Ratify execution of HOA Location Agreement and Release with CDI (no cost to Mutual).

Mr. Mansfield moved to approve the Regular Meeting Minutes – June 21, 2018 and the Executive Session minutes – June 21, 2018, as presented. Ms. El-Baroudi seconded and the motion carried without dissent.

Mr. Mansfield moved to ratify the execution of the agreement with Bluestone Engineering Inc. for structural consulting services relating to repair of 1333 Running Springs, Entry 8, at hourly rates but not to exceed \$19,000. Ms. El-Baroudi seconded and the motion carried without dissent.

Ms. El-Baroudi moved to ratify the execution of HOA Location Agreement and Release with CDI (no cost to Mutual). Mr. Stotter seconded and the motion carried without dissent.

The Resident Forum was held. Some comments were made regarding Policy 6.6.2 stating that an amount should be specified for charging golf carts or electric vehicles. Recycling was discussed. Pick-ups are not being made in a timely manner. Landscape issues regarding a patch of lawn and requests for plants were addressed to Ms. Pollon. Painting of the buildings and the lack of choices to be made by residents was discussed. A ramp was discussed, but there are some issues, including requirements by the City of Walnut Creek. Insurance for the structures was discussed. Patio floor coatings were discussed.

LANDSCAPING REPORT – Rebecca Pollon, Landscape Manager

Ms. Pollon reported the following:

SUMMER 2018 MAINTENANCE REPORT

Warm days are upon us and with them residents can look forward to blooming Oleanders, St John's Wort and Crepe Myrtle trees.

Residents can help keep the landscape healthy by reporting dry spots on lawns or evidence of irrigation issues to the work order desk.

LAWN MAINTENANCE Lawns have been aerated, over-seeded and fertilized. Mowing is occurring weekly and lawns are being edged on alternating weeks.

WATER USE Irrigation will continue to become more frequent as the temperatures rise. Residents can assist in conserving water and keeping the landscape healthy by reporting 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 performing summer pruning tasks including tip pruning shrubs and hard pruning Catmints and Daisies.

MOD WORK DAYS MOD crews are currently working on dressing EVEN numbered entries with compost and mulch. Fairlawn court is complete and crews are currently working in Running Springs.

RESIDENT REQUESTS

If you have landscape *maintenance* requests (pruning or irrigation), please direct them to the MOD work order desk. If you have landscape *improvement* requests, please contact your mutual landscape representative.

WORK ORDER DESK

By phone: 988-7650

By email: WORKORDER@ROSSMOOR.COM

TREE ITEMS

MAINTENANCE The tree maintenance contractor continues to do 'zone walks' with our landscape field supervisor to identify and address building clearance issues, safety hazards and dead-wooding.

REMOVAL APPLICATIONS Applications are still pending for the removal of 1 tree and 2 new applications were submitted to the City of Walnut Creek as follows:

- 1201 Fairlawn Falling Fir tree (Pending)
- Canyonwood e.11 Falling Stone Pine
- 1301 Singingwood Dying Pine

LANDSCAPE REHAB ITEMS

**PLANT REPLACEMENTS,
ENTRY REHABS AND
RESIDENT REQUESTS** Proposals for Canyonwood 9, and Ptarmigan 5 will be brought forward at the next board meeting. Canyonwood 8 will be delayed until later this year or next year.

COMPOST AND MULCH In progress

TURF REHAB None planned as of yet- we will begin looking at deteriorating lawns in mid-summer

CAPITAL IMPROVEMENT PROJECTS None planned as of yet

PROPOSALS None

Mr. Stotter reported that plant replacements generally take place in the early fall.

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

Mr. Marlatte reported the following: Carpentry and Painting Maintenance-Carpentry Preventative Maintenance and Painting is finishing on Fairlawn Court and moving to the right hand side of Running Springs Road; Roofing Program-Fourteen roofs have started for 2018; 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 June was \$26,783; 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 program is at 91% complete; Paving and Seal Coat – Done 2018; 1200 Canyonwood

Ct.-Building movement – Ned Clyde Construction preparing plans, scheduling installing of Helical test augers; 1537 Canyonwood Court - Bach Construction – in close out phase; 1333 Running Springs Road – Column-with engineer for design

TREASURER'S REPORT – Rick Chakoff

Mr. Chakoff reported the June operating fund had a surplus-to-budget of \$112,000. The expenses are favorable-to-budget by \$115,000. Building is over by \$65,000 and landscape is under budget by \$113,000. Utilities are favorable-to-budget by \$97,000. This is mostly due to less water usage.

Mr. Fehlig reported that there have been 10 resales in June with a median price of \$367,500. YTD, there have been 63 resales with a median price of \$365,000.

PRESIDENT'S REPORT

Mr. Skaggs reported that the proposed Bylaws are ready to mail out. There will be a Town Hall Meeting on July 30th at 1:00 p.m. and at 7:00 p.m. to explain the Bylaws and answer questions. At the August meeting, the Board will review all responses. The Bylaws will be mailed after Labor Day unless more time is needed. A majority is needed to pass the Bylaws. The current documents do not reflect changes to the law and other circumstances occurring since the last revision 29 years ago. This can confuse what would otherwise be straight-forward issues. The Bylaws don't generally govern day-to-day living. It is important that everyone votes.

RECYCLE

Mr. Fehlig reported that Sustainable Rossmoor does great things at Rossmoor. The Mutual started right-sizing and added recycling capacity. The blue recycle dumpsters are serviced twice weekly and pick up is free. Mary Ann Gannon-McCooey is the MOD contact for Republic Services. Her number is: 925-988-7642. Organics are the green carts that hold food and yard waste. Singingwood and Canyonwood have them now. They are emptied once a week. Posters are in the Rossmoor telephone directory to explain recycling.

Mr. Skaggs thanked Mr. Fehlig for his many hours spent on these programs.

EPO

Mr. Fehlig reported that the Mutual supports participation in CERT. There will be a joint meeting in August for CERT and entry coordinators. Coordinators are part of EPO. EPO must approve a request to be an entry coordinator. Volunteer coordinators are not used for anything else in the Mutual. They only support EPO issues.

UNFINISHED BUSINESS

None

NEW BUSINESS

Mr. Donner reported that the reserve study outlines the components of the Mutual and they are included in the reserve budget which extends over a 30-year period. Helsing prepared last year's study. This current study was prepared by Facility Advisors Inc. and was tailored to Second Walnut Creek Mutual and their budget practices.

Ms. El-Baroudi moved to approve the 2019 reserve study as prepared by Facility Advisors Inc. Mr. Stotter seconded and the motion carried without dissent.

Mr. Skaggs reported the Board would like to consider an additional lender for Second Walnut Creek Mutual.

Mr. Mansfield moved to consider Plaza Home Mortgage as a lender for SWCM share loans subject to compliance with SWCM requirements. Ms. El-Baroudi seconded and the motion carried without dissent.

ANNOUNCEMENTS

Mr. Skaggs announced the following meetings:

Second Mutual Regular Monthly Meeting – Thursday, August 16, 2018
10:00 a.m. Peacock Hall – Gateway Complex

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

ADJOURNMENT

Having no further business, Mr. Skaggs adjourned the meeting at 11:25 a.m.

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

**The Board of Directors met in executive session on June 21, 2018 following the adjournment of the open Board meeting to discuss the following:

1. Member Matters: Barking dog, smoking-no fines imposed
Guest parking-no fines imposed
Carport storage – items gone. To be confirmed.

Having no further business, the executive session adjourned at 11:45 a.m.