

MINUTES

SECOND WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, JULY 20, 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, July 20, 2017 in Peacock Hall, Gateway Complex, 1001 Golden Rain Road, Walnut Creek, California.

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

Absent: None

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

There were 16 residents in attendance.

The consent calendar consisted of:

- a. Regular Meeting Minutes – June 22, 2017
Ms. El-Baroudi moved to approve the minutes as presented. Mr. Fehlig seconded and the motion carried without dissent.

RESIDENTS' FORUM

A resident reported the top of the building next to hers has not been painted. She asked about a landscaping master plan and asked if anyone is looking at new products for floors, especially for upstairs units. Mr. Skaggs reported that the Board is looking at new products. The Board is addressing landscaping on a Mutual-wide basis right now due to the drought.

A resident would like doggie signs put back. The garbage enclosure has been cleaned. There are items left in bins such as a walker. A metal box spring was left up against the recycle bin. Mr. Skaggs reported that if a resident knows who is leaving items and reports it to the Board, the person could be fined.

A resident thinks some irrigation is broken. Ms. Pollon will take a look. Some scrap metal needs to be removed.

Ms. Pollon explained that plants are replaced in the winter.

Resident asked about hoarding problem. Mr. Skaggs explained that the Mutual's ability to talk about it is limited due to liability concerns. They are working with an attorney on

the problem. The Fire Department will not send an inspector out to check. Resident asked about under-the-stairs landscaping. She can no longer care for it. Mr. Skaggs reported that the Mutual will maintain the area. It will be cobbles and ivy. A resident asked that the Board reconsider the policy for electric vehicle charging. She has a hybrid and used to charge it until the policy was created. Mr. Fehlig reported that there needs to be some research done because currently it is too much for the Mutual wiring to handle. The breaker will trip at 15 amps. It depends on the vehicle's requirements for charging.

LANDSCAPING REPORT – Rebecca Pollon, Landscape Manager

Ms. Pollon reported the following:

LAWN MAINTENANCE: Turf mowing is occurring weekly. Irrigation is running frequently during the hot spell. Evidence of breaks or 'hot spots' in lawns should be reported to the work order desk.

ENTRY MAINTENANCE: Entry maintenance crews are on summer schedule pruning shrubs for size control.

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. Even entries will be addressed in 2018. We are not doing any more plant replacements (projects of 4 plants or less) until this fall /winter. We will begin accepting plant replacement requests in August.

Crews will now be moving to irrigation upgrades during the hot months of summer.

The landscape representative and Ms. Pollon are keeping running lists of the worst 10% of lawns in SWCM for removal or re-sodding this year. We 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.

Water Conservation: Ms. Pollon reported that EBMUD has raised their rates. It will be about 19% over the next 2 years. We need to make sure we have irrigation upgrades in place and we need to reduce some turf areas. Turf uses double the amount of water. Compost and mulch help because they hold the water and suppress weeds.

Mr. Donner reported that emailing the work order desk only works for straight-forward problems such as a broken sprinkler in a specific location. A phone call is more effective as details can be ascertained.

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 17 on Tice Creek Drive; Roofing Program-Carports are complete and roofs almost complete; 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 June was \$27,012.00; Roof and Gutter Cleaning-as needed; Manor Lube-2017 at 42%. Letters are being sent to residents that did not respond; Paving and Seal Coat-2017 Done. Preparing 2018 schedule for Board review; 1200 Canyonwood Ct.- Aquifer and building movement-Ned Clyde engineer analyzing data and performing soil engineering bore samples. Met with Joseph Abrosino of Purcell, Rhoades & Associates Geologists to show them grading plans and utility plans so they could finish proposal for drilling.

TREASURER'S REPORT – Rick Chakoff

Mr. Chakoff reported that the YTD operating fund had a surplus to budget of \$187,000. This was mostly due to water. The insurance came in under what was anticipated, so it is favorable to budget. Building maintenance is \$90,000 over budget. About \$30,000 is due to seasonal work such as rain leaks. The Mutual is fine.

Ms. El-Baroudi reported that there were 18 sales in June at a median price of \$360,000. YTD, there were 68 sales at a median price of \$367,000.

PRESIDENT'S REPORT

Mr. Skaggs reported that the Mutual is inspecting carports. It is being done section-by-section. It is illegal to have cabinets in front of cars. Auxiliary cabinets may be approved by the Board.

BYLAWS

Mr. Skaggs reported that a draft of the Bylaws will be sent to the members early next month. There will be a forum in mid-August where members may ask questions and provide comments. The Bylaws will then go out for a vote. A majority vote is needed to pass them. The Board is cleaning up the Bylaws to reflect the current laws and to get HUD requirements removed. Look for an article in the Rossmoor News.

RECYCLE

Mr. Fehlig reported that he is working with Carol Weed of Trash Talk, RecycleSmart and Republic Services. There is currently a pilot project in 3 entries. They are reducing landfill bins and increasing recycle bins. The recycle bins are emptied twice weekly and this service is free. Lid props are being installed on the large bins. He is also working closely with Sustainable Rossmoor. They may look at organic recycling. New placards are going up to let residents know what can be placed in the bins.

Mr. Skaggs reported that materials to be recycled have been expanded. Plastic bags are okay. Styrofoam should go in the landfill bin.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ANNOUNCEMENTS

Mr. Skaggs announced the following meetings:

Second Mutual Regular Monthly Meeting – Thursday, August 24, 2017
9:00 a.m. Peacock Hall – Gateway Complex

GRF Regular Board Meeting – Thursday, July 27, 2017 at 9:00 a.m.
Peacock Hall – Gateway complex

ADJOURNMENT

Having no further business, Mr. Skaggs adjourned the meeting at 10:00 a.m.

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