

## MINUTES

### SECOND WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, JULY 21, 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, July 21, 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  
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; Rebecca Pollon, Landscape Manager; and Anne Paone, Administrative Secretary.

There were 13 residents in attendance.

The consent calendar consisted of:

Regular Meeting Minutes – June 23, 2016  
Executive Session Minutes – June 23, 2016

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

## RESIDENTS' FORUM

Barb Fexa, Tice Creek Dr., Entry 7 – Ms. Fexa thanked the Board, in particular, Frank Mansfield, for the new paint colors on the building. Ms. Fexa wanted adequate notice about when the verandas in the back are being painted. Mr. Marlatte stated that notice is given to the residents. He also stated that the carports will be painted, but most likely not until October or November. Mr. Skaggs reported that the carports are inspected periodically and upon complaint. Storage cabinets are allowed with the approval of the Mutual. The policy is that any cabinets before November 2013 may remain until the manor is sold. At that time, the cabinet must be removed at the sellers' expense. Ms. Fexa inquired about having the windows washed by the Mutual. Mr. Skaggs said the Board will take it under consideration.

Pat Scalise, Tice Creek, Entry 7 – Ms. Scalise stated that a manor is being remodeled and she hasn't seen any permits posted. There is a long pick-up truck that is full of

debris parking on the street. It sits there for a few days and then it leaves. Also, their vehicle sticks out from the assigned parking space. There is work being done on the weekends and on holidays.

Mr. Skaggs stated that any parking issues should be called into Securitas. A vehicle may only park three days.

Mine Grasseti, Running Springs Rd., Entry 4 – Ms. Grasseti reported that at the end of her carport there is a concrete step. She has placed a table and chairs there. She would like to keep them in that location. She uses them to lay out some materials that she needs to go through to see what to keep. Mr. Skaggs stated that the Board will take it under consideration. It might make other neighbors think that they can also put out tables and chairs. Ms. Grasseti's neighbor stated that this does not bother the neighbors and they hope the Board will allow her to keep them.

Margaret DeGraca, Stanley Dollar Dr., Entry 4 – Ms. De Graca reported that there is a lot of bird droppings. She wanted to know who is responsible to clean the mess. Ms. Pollon reported that if the birds are nesting, a repellent can be sprayed in January.

Mr. Skaggs advised Mark Fehlig, Entry Coordinator for CW entry 9, that he may work with other entries. Mr. Fehlig only wants to do it until someone from the particular entry will take over.

A resident submitted a letter to the Board about grey water and its usage. Mr. Donner has a copy and can advise the Board.

#### LANDSCAPING REPORT – Rebecca Pollon, Landscape Manager

Ms. Pollon reported on the following:

**LAWN MAINTENANCE:** Turf is being mowed weekly. Irrigation controllers are on and turf is being watered every 2-3 days. If you notice any brown spots, call the work order desk. It may be an irrigation problem.

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

**TREE MAINTENANCE:** Any emergency tree work is performed by Waraner Tree Service. Waiting for a permit to remove one tree.

**LANDSCAPE REHAB:** Crews are continuing to work in Canyonwood entry 10 and will be addressing work orders when they are finished. Once complete they will move to Canyonwood 11. Terra will be beginning rehab work at 1101 Fairlawn starting at the end of the month.

#### 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 8 and entry 9 on Tice Creek Drive; Roofing Program- Has started 7/11/16 and is starting with carports and progressing through the Mutual, finishing with the building roofs in September; 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 June was \$20,904.00; Roof and Gutter

Cleaning-Done, on call basis; Manor Lube-2016 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.

Mr. Skaggs asked Mr. Marlatte to check with the contractors to make sure proper notice is being given on projects. The law will allow the Mutual to address the problem of swallows after September. Residents should call MOD if they have a serious swallow problem.

#### TREASURER'S REPORT – Rick Chakoff

Mr. Chakoff reported that for the end of June there is a surplus to budget of \$121,000. Part of that amount was \$43,000 which was the MOD dividend that was returned to the Mutual. Landscaping is better than budget by \$21,000. Utilities is better than budget by \$65,000. This is mostly due to the saving of water. The reserve fund balance is \$1,742,000.

Mr. Skaggs reported that the Board reviews the budget every year and some items are a matter of timing. Unexpected increases may happen. An example would be the increase mandated by EBMUD beginning on July 7, 2016.

Mr. Donner reported that they are already working on the budget for 2017.

Ms. El-Baroudi reported that there were 10 sales in June. The median price was \$287,000. There have been 81 YTD sales. The median price was \$330,000.

#### PRESIDENT'S REPORT

Mr. Skaggs reported that if a resident wants to talk about swallows or any other issue, the fastest way to communicate to the Board would be via email to [swcm@rossmoor.com](mailto:swcm@rossmoor.com). He reminded the membership that if anyone wants to do something in their unit, they need to ask if an alteration permit is required. If so, they need to get one. The cost to correct a situation if there is no permit can be thousands of dollars. The Mutual also wants to be sure that there are no hazards being created for the Mutual or the neighbors.

#### EMERGENCY PREPAREDNESS REPORT

Mr. Unitan reported that it is important to have entry coordinators. They are the first responders in a catastrophic event. They coordinate with CERT, the Community Emergency Response Team. Some laundry rooms may be used to store CERT equipment.

#### BYLAWS

Mr. Skaggs stated that there is nothing new to report. They are waiting for the draft from the attorney. They will then be sent to the membership for a vote.

#### UNFINISHED BUSINESS

None

### NEW BUSINESS

Mr. Skaggs announced that Pat Dulmage resigned for personal reasons. Ms. Dulmage was very hardworking and very diligent. She contributed so much to the Mutual. The Board can fill the vacancy until the next election.

Ms. El-Baroudi reported that Susan Williamson has agreed to serve. Ms. Williamson is a past President of GRF and was instrumental in getting the Event Center passed. She gets things done. The Board is very pleased to welcome her.

*Ms. El-Baroudi moved to appoint Susan Williamson to the Board. Mr. Unitan seconded and the motion carried without dissent.*

### ANNOUNCEMENTS

Mr. Skaggs announced the following meetings:

Second Mutual Regular Monthly Meeting – Thursday, August 18, 2016  
9:00 a.m. Peacock Hall – Gateway Complex

GRF Regular Board Meeting – Thursday, July 28, 2016 at 9:00 a.m.  
Peacock Hall – Gateway complex

### ADJOURNMENT

Having no further business, the meeting adjourned at 9:50 a.m.

/s/ \_\_\_\_\_  
Dick Unitan, Secretary  
Second Walnut Creek Mutual