

MINUTES

SECOND WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, JULY 23, 2015 AT 9:00 A.M. PEACOCK HALL – GATEWAY COMPLEX

President Barbara El-Baroudi called to order the regular meeting of the Board of Directors of Second Walnut Creek Mutual at 9:00 a.m. on Thursday, July 23, 2015 in Peacock Hall, Gateway Complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: Present: Barbara El-Baroudi, President
Sandy Skaggs, Vice President
Pat Dulmage, Director
Richard Unitan, Secretary

Excused: Clay Dunning, Treasurer

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

There were 11 residents in attendance.

APPROVAL OF THE MINUTES

The minutes of the regular Board meeting of June 18, 2015 were approved without dissent as written and reviewed.

RESIDENTS' FORUM

Betty Bispo, Canyonwood Ct., - Entry 11 – Ms. Bispo expressed her opinion that her laundry room not be closed. She had a question about the company, Curbside, and where to place items for them to pick up. Ms. El-Baroudi suggested that she place the items right outside her door. Mr. Perona advised her to call Mary Ann Gannon if she needs help getting her things removed.

Louis Wall, Tice Creek Dr., - Entry 7 – Mr. Wall believes there is a manor in his building that is being rented more than the allowed time. Ms. El-Baroudi asked him to send a letter to the office and it can be investigated. She also reported that an owner may rent his manor for one year. If there is a hardship, the Board may approve a second year of rental.

LANDSCAPING REPORT – Rich Perona, Landscape Manager

Mr. Perona reported on the following. Lawn maintenance: Lawns will be fertilized in mid-August with sulfur coated urea, a slow release fertilizer. Irrigation controllers are watering two days a week. Entry Maintenance: Crews are on monthly schedules; pruning shrubs and groundcovers, cleaning up debris, and spot spraying weeds. Tree maintenance: Waraner Brothers Tree Service handles all work orders. We have applied to the city to remove a dying Pine tree at Tice Creek entry 2. Landscape rehab: The crew completed Singingwood Ct., entry 2 and is currently working in Canyonwood, entry 1.

The park project at Entries AA & B has been completed. Benches will be put in once all of the parts are received. The drought is affecting many trees, including the Monterey Pines. Beetles are attacking the trees because of the drought. As of June, Mutuals 1, 2, and 4 have had a total of 20 trees removed. The cost per tree for removal ranges from \$1,500 - \$2,000. Landscaping is considering doing the corner of Stanley Dollar and Tice Creek in a manner that is very similar to Entries AA & B. The cost would be \$22,500. There would be a rebate of \$8,679 from EBMUD. The actual cost would be \$13,800. The savings would be approximately \$2,200 in water costs and \$5,000 in maintenance.

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

Mr. Marlatte reported on the following: Carpentry and painting maintenance: Carpentry PM and painting has moved to Ptarmigan Drive, entry 4 and entry 5. Roofing program: The roofing program is 100% complete. Bridge and stair replacements: We are inspecting remaining bridges for 2015. Deck coating: scheduling as required in P.M. area and elsewhere as needed. Appliance replacements: \$18,234.00 for the month of June. Roof and gutter cleaning: Done on an as needed basis. Manor lube: 2015 manor lube is at 84%. Paving and seal coat: Done for 2015.

Mr. Marlatte reported the reports for the wall at Ptarmigan and Tice Creek are completed. The geo technical evaluations and drawings are required and the City of Walnut Creek requires a permit.

TREASURER'S REPORT – Rick Chakoff

Mr. Chakoff reported that year-to-date, as of June 30th, the Mutual has a surplus to budget of about \$210,000 in the operating fund. Building maintenance is over budget, but this is due to timing issues such as the manor lubes, gutters and leaks. Utilities are about \$128,000 to the good. That includes water, but it remains to be seen how it will end up. The Mutual insurance came in under budget. Therefore, the Mutual is running a surplus of \$127,000 YTD and the Mutual is saving about \$20,000 each month.

Mr. Marlatte reported that the low-flow installation continues and about 84% are done.

Ms. El-Baroudi reported that there were 13 sales in June. The median price was \$305,000. There have been 44 YTD sales. The median price was \$284,000.

PRESIDENT'S REPORT

No report from Ms. El-Baroudi.

Ms. Dulmage reported that the article in the Rossmoor News was to encourage comments from residents about the laundry rooms. Canyonwood, Entry 11 has 2 laundry rooms, Tice Creek, Entry 1 has 2 laundry rooms and Ms. Dulmage is thinking that possibly one of the laundry rooms in those entries can be closed. CERT and EPO really need a place for storage of emergency supplies and these rooms might be a possibility. There are no decisions being made yet. This is just the beginning of the process.

WATER CONSERVATION COMMITTEE - Dick Unitan

No report.

EMERGENCY PREPAREDNESS REPORT

Mr. Unitan reported that EPO works in conjunction with CERT. Entry coordinators are the first responders during an emergency. They determine what is needed and they contact CERT. There will be a safety fair on September 26 in the Diablo Room at Hillside from 10 a.m. – 3 p.m. The Red Cross will be there. The City of Walnut Creek emergency response person will also attend. Contact Karin Baker at 287-9365 if you have any questions about the fair.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Ms. El-Baroudi announced that Mutuals will have their own email addresses. Second Walnut Creek's will be swcm@rossmoor.com. The cost is \$4 per month for the entire Mutual.

Mr. Skaggs motioned to approve adding the email address to the SWCM website. Ms. Dulmage seconded and the motion carried without dissent.

Mr. Skaggs reported that the Bylaws of the Mutual are very old and out-of-date. They will need to be updated. He reminded the membership that when the ballots are sent out to please vote and return the ballot. It will be at least 6 months from now.

ANNOUNCEMENTS

Ms. El-Baroudi announced the following meetings:

Second Mutual Regular Monthly Meeting – Thursday, August 20, 2015
9:00 a.m. Peacock Hall – Gateway Complex

GRF Regular Board Meeting – Thursday, July 30, 2015 at 9:00 a.m.
Peacock Hall – Gateway complex

ADJOURNMENT

Having no further business, the meeting adjourned at 9:48 a.m.

/s/

Dick Unitan, Secretary
Second Walnut Creek Mutual