

MINUTES

SECOND WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, AUGUST 15, 2019 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, August 15, 2019 in Peacock Hall, Gateway Complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: Present: Sanford Skaggs, President
Michael Stotter, Secretary
Mark Fehlig, Treasurer
Frank Mansfield, Vice President

Absent: Barbara El-Baroudi, Vice President

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 23 residents in attendance.

The consent calendar consisted of:

- a. Approval of Minutes: Regular Meeting Minutes – July 18, 2019
Executive Session Minutes – July 18, 2019
- b. Canyonwood, Entry 5-Landscape Rehab-Terra Landscape - \$30,135
- c. Accept and ratify monthly review as permitted by civil code section 5501

Mr. Skaggs removed the proposal from Terra Landscape for discussion under Landscaping Report.

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

Mr. Skaggs moved the Landscaping Report ahead in the agenda.

LANDSCAPING REPORT – Rebecca Pollon/Michael Stotter

Ms. Pollon read her report as follows:

SUMMER LANDSCAPE REPORT

MOD CREW The crew is working on removing bender board that has become a trip hazard and making updates to the irrigation system.

There are some areas of **juniper** that the fire department is requesting that we remove. As soon as we are done with the first round of bender board/irrigation we will make those projects a priority.

LANDSCAPE REHAB ITEMS

Remaining budget is approximately \$168,000

Canyonwood 5 rehab; Michael and I met with residents of Canyonwood 5 on April 24th. I have met with both contractors for bids and we expect to have them for discussion in time for our July work session.

Update; Both bids have been received. Terra's bid is less expensive by a notable amount. I recommend we go forward with this project using Terra.

Terra:	\$25,640
	\$4,495 (lawn renovation)
Total	\$30,135

Brightview	\$38,500
	n/l (lawn renovation not bid)
Total	>\$38,500

After Canyonwood 5 work has been complete Ptarmigan 4 is next on the list for rehabs. We should aim to also renovate Ptarmigan 4 this calendar year in order to keep up with our rehab schedule.

TREE REPORT

Remaining Budget Approximately \$41,000

All building clearance in the mutual is complete.

Pending projects; Final phase of diseased pine removal from the top of the hill at Running Springs, ~\$20,000

Remaining funds for the year will be needed for the removal of trees that die throughout the remainder of the year

IRRIGATION REPORT

Remaining Budget ~27,000

There are 11 irrigation controllers left that are older than 10 years old and should be replaced. To replace all 11 would cost \$27,500 so we should wait until the **end of the year** and see what budget funds are remaining and **replace as many as possible**.

RESIDENTS' FORUM

The Resident Forum was held. Resident asked about irrigation breaks. Ms. Pollon reported that if you call Securitas, they will refer it to the work order desk the next day, if the irrigation is on a cycle. Resident asked for a bush to be placed in front of a utility box. Ms.

Pollon will take a look at the irrigation and will have a bush planted in the Fall or Winter. Resident asked if she could have help in moving furniture on her deck when painting starts. Mr. Marlatt reported residents will get about a week's notice. Mr. Skaggs said he will have

Damien speak to her. Resident asked about hours for A/C usage. No noise from 10 p.m. – 7 a.m., except in extremely hot weather. A resident asked about no smoking rule in SWCM. Mr. Skaggs reported it is the law and the Mutual's Policy 10.2.

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

Mr. Marlatte reported the following: Carpentry and Painting Maintenance-Carpentry Preventative Maintenance and Painting is on Running Springs Road, Entry 7; Roofing Program-Nine buildings underway; 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 July was \$12,275.00; Roof and Gutter Cleaning-Please call the order desk for additional roofs or downspouts that need to be cleaned; Manor Lube-2019 manor lube program is underway; Paving and Seal Coat – Done for 2019; 1200 Canyonwood Ct.-Building movement – Ned Clyde Construction started August 12th.

TREASURER'S REPORT – Rick Chakoff

Mr. Chakoff reported the Mutual operating fund for YTD July has a \$52,000 deficit to budget. Building Maintenance is \$68,000 over budget. Landscape is \$63,000 favorable to budget. Insurance is \$91,000 over budget and will be for the rest of the year. Utilities is \$64,000 under budget, mostly due to water. Professional Services in \$33,000 over budget.

Mr. Fehlig reported there were 13 resales in July with a median price of \$470,000. There were 72 resales YTD with a median price of \$430,000.

PRESIDENT'S REPORT

Mr. Skaggs reported on the Director Election. He explained there are 5 Board members. Two terms expire in 2019, one expires in 2020 and two expire in 2021. This helps to keep continuity on the Board. Anne Paone discussed the voting process and what the membership can expect regarding the ballots.

RECYCLE

Mr. Fehlig reported things have been quiet. There will not be any more composing bins delivered this year. Call the work order desk if you see the bins are overflowing.

EV CHARGING

Mr. Fehlig reported that currently there are about 15 people charging their vehicles. There is limited charging with one car per carport using 8 amps. Mr. Fehlig stated that residents can check with him if they have questions about charging. The fee to charge is either \$25 or \$50, depending on the type of vehicle.

Mr. Skaggs reminded the residents that there are charging stations throughout Rossmoor

and some free charging in Walnut Creek.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ANNOUNCEMENTS

Mr. Skaggs announced the following meetings:

Second Mutual Regular Monthly Meeting – Thursday, September 19, 2019
10:00 a.m. Peacock Hall – Gateway Complex

GRF Regular Board Meeting – Thursday, August 29, 2019 at 9:00 a.m.
Peacock Hall – Gateway complex

ADJOURNMENT

Having no further business, Mr. Skaggs adjourned the meeting at 10:48 a.m.



Anne Paone, Assistant Secretary
Second Walnut Creek Mutual

**The Board of Directors met in executive session on July 18, 2019 at 11:00 a.m. in the small conference room in the Board office to discuss the following:

1. Member Matters: Unpermitted work – fine imposed; occupancy issue-fine imposed

Having no further business, the executive session adjourned at 11:56 a.m.