

## MINUTES

### SECOND WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, SEPTEMBER 17, 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, September 17, 2015 in Peacock Hall, Gateway Complex, 1001 Golden Rain Road, Walnut Creek, California.

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

Excused: None

Mutual Operations staff was represented by Paul Donner, Director of Mutual Operations; Rich Perona, Landscape Manager and Anne Paone, Administrative Secretary.

There were 26 residents in attendance.

#### APPROVAL OF THE MINUTES

None

#### RESIDENTS' FORUM

Pat Trapani, Ptarmigan Dr., - Entry 2 – Ms. Trapani asked about the plan for covering the hill behind her house. She is concerned about heavy rain. Mr. Donner reported that they received estimates and the pertinent information. Everything is back at the City of Walnut Creek and they are waiting for the permit. Once they get it, they will start asap. There will be 25 piers installed 8 feet deep. Steel beams will be inserted. This is all based on the city requirements.

Mr. Perona reported that there is a plan for planting this area, too.

Ms. Trapani was also concerned about slippage of patios, #1, 2, and 3. Mr. Donner reported that staff has been checking on the patios and the building. If an engineer is needed, he will advise the Board.

Ray Miller, Ptarmigan Dr., - Entry 1 – Mr. Miller suggested that the Mutual do periodic water heater inspections. He wondered if the inspection could be done during the lube or when the property sells. Mr. Donner reminded the membership that a slab leak is hard to detect. The hot water line is in the concrete slab floor. He suggested that residents watch their electric bills because the heater continues to run. Mr. Donner will talk to staff to see if it can be done and what would be the cost.

Barb Fexe, Tice Creek Dr., - Entry 7 – Ms. Fexe expressed concern for her neighbors that don't have inside laundry and may have to go to a different laundry room. There was some discussion on the location of laundry rooms and which ones might be closed. Ms. Dulmage reported that laundry rooms will be addressed in the meeting.

A resident on Canyonwood, Entry 6 wanted to discuss a letter that was in the Rossmoor News. She was concerned about the process to purchase a manor. Ms. El-Baroudi reported that the income needs to be 4 times the cost of the coupon plus \$75,000 in the bank. Mr. Dunning reported that sometime in the past, if someone was short on income or assets an alternative would be to have 1 million dollars in liquid assets. This is being changed.

Al Drachman, Tice Creek Dr., Entry 2 – Mr. Drachman expressed his concern that there are not many people that have washer and dryers in their manors. He also stated that caregivers use the machines a lot. Many times machines are out-of-service. Ms. Dulmage said she would monitor E2's laundry room for the next month.

#### LANDSCAPING REPORT – Rich Perona, Landscape Manager

Mr. Perona reported on the following. Lawn maintenance: Lawns were fertilized the last week of August with sulfur coated urea, a slow release fertilizer. Irrigation controllers are watering two days a week. We are monitoring trees for health because of the cut-back in watering. 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. Landscape Rehab: The crew completed work in Canyonwood Ct., entry 1 and will start entry 6 next week.

Mr. Perona reported that they met to check areas for turf removal. The Mutual can take advantage of the EBMUD rebates and can have a reduction in maintenance fees.

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

Mr. Donner reported that Mr. Marlatte will be back on Monday. The crews are progressing normally.

#### TREASURER'S REPORT – Rick Chakoff

Mr. Donner reported that the budget looks good. The Mutual took a big hit in August because of water usage, but this was expected. Overall, the Mutual is \$92,567 better than budget. Landscaping and building maintenance are slightly over budget, but this is seasonal and should be fairly close to budget by the end of the year. Utilities are over budget by \$13,000 and professional services are over by \$24,000. Insurance is well under budget by \$167,000. This is off-setting everything else. This was due to favorable insurance rates.

Mr. Dunning reported that there were 19 sales in July. The median price was \$365,000. There have been 63 YTD sales. The median price was \$310,000.

#### PRESIDENT'S REPORT

None

#### WATER CONSERVATION COMMITTEE - Dick Unitan

No report.

#### EMERGENCY PREPAREDNESS REPORT

Mr. Unitan reported that September is Emergency Preparedness month. CERT and EPO will coordinate with the entry coordinators. September 26 is the safety fair. There will be 14 vendors attending. They will review how to maintain a safe residence and what to do in a

catastrophic event. Entry coordinators suggested that if there is a fire, residents should park cars along the street. They should then go to the middle of the golf course.

### UNFINISHED BUSINESS

None.

### NEW BUSINESS

Ms. Dulmage discussed laundry room closures.

*Ms. Dulmage moved to close LR 12L7 located in Canyonwood, Entry #11. Mr. Skaggs seconded and the motion carried without dissent.*

*Ms. Dulmage moved to close LR 10L2 located in Tice Creek Entry #1. The replacement LR is 10L1 located in Tice Creek Entry #1. Mr. Dunning motioned to table this motion at this time. Some residents are opposed to this closure. Mr. Unitan seconded and the motion carried without dissent. Ms. Dulmage will monitor this laundry room for another month. The Board will review this next month.*

*Ms. Dulmage moved to close LR 14L2 located in Tice Creek Entry #7. The replacement LR is 14L3 located in Tice Creek Entry #8. Mr. Skaggs seconded and the motion carried without dissent.*

*Ms. Dulmage moved to remodel the LR 16L3 located in Tice Creek Entry #11 by making a smaller laundry area. There will be one washer and one dryer for the residents' use and the trash area will accommodate additional recycling containers. The current bid for all work in Tice Creek Entry #11 Laundry/Trash area is \$4,181.00. Mr. Skaggs seconded and the motion carried without dissent.*

*Ms. Dulmage moved to have our in-house building crew make a secure storage space in the back half of LR14L1 located in Tice Creek Entry #6. This secure storage space will be used to store all unused washing machines and dryers until there is a need for their use. There is no current bid for this work. Mr. Unitan motioned to table this motion at this time. The Board would like to have more clarity on the usage of this room and they would like an estimate before any work begins. Mr. Dunning seconded and the motion carried without dissent.*

Election: Ms. El-Baroudi introduced the candidates and thanked them for their candidacy.

There will be a special meeting on October 16 to count the ballots. Mr. Skaggs reminded the membership to please vote when they receive the ballot next year for the Bylaws. The Bylaws are very outdated and need to be changed.

Mr. Skaggs addressed the administrative duty of the President to approve applications for memberships. He would like to have something in writing that confirms this authorization.

*Mr. Skaggs moved to delegate to the President, and in her absence to the Vice-President, the authority to (a) approve applications for membership in accordance with the bylaws, policies and practices of the Mutual and (b) to execute Membership Certificates to be attested by the secretary or assistant secretary.*

*He further moved to ratify and approve prior actions of the President to approve applications and issue Memberships to all persons and entities now identified as*

*members in the Mutual's records. Mr. Dunning seconded and the motion carried without dissent.*

Mr. Donner asked the Board to approve a contract from Five Star Construction for the building of the retaining wall. This will be a reserve expense.

*Mr. Skaggs moved to approve the contract from Five Star in the amount of \$54,492 for the retaining wall. Ms. Dulmage seconded and the motion carried without dissent.*

#### ANNOUNCEMENTS

Ms. El-Baroudi announced the following meetings:

Second Mutual Regular Monthly Meeting – Thursday, November 19, 2015  
9:00 a.m. Peacock Hall – Gateway Complex

\*\*\*\*\*Annual Meeting – Tuesday, October 20, 2015  
9:30 a.m. Diablo Room, Hillside Clubhouse

GRF Regular Board Meeting – Thursday, October 29, 2015 at 9:00 a.m.  
Peacock Hall – Gateway complex

Mr. Skaggs advised the membership of the new email address for SWCM. It is: SWCM@Rossmoor.com.

#### ADJOURNMENT

Having no further business, the meeting adjourned at 10:45 a.m.

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