

MINUTES

SECOND WALNUT CREEK MUTUAL
REGULAR MEETING OF THE BOARD OF DIRECTORS
THURSDAY, SEPTEMBER 21, 2017 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, September 21, 2017 in Peacock Hall, Gateway Complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: Present: Sanford Skaggs, President
Mark Fehlig, Secretary
Frank Mansfield, Vice President
Susan Williamson, Director

Absent: Barbara El-Baroudi, Vice President/Treasurer

Mutual Operations staff was represented by Paul Donner, Director of Mutual Operations; Mark Marlatte, Building Maintenance Manager; and Anne Paone, Administrative Secretary.

There were 11 residents in attendance.

The consent calendar consisted of:

- a. Regular Meeting Minutes – August 24, 2017
- b. Executive Session Minutes – August 24, 2017
- c. Approval of proposal by Terra Landscape to provide turf at a cost of \$35,400
- d. Approval of Minutes of Emergency Board Meeting by Email, August 27, 2017

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

RESIDENTS' FORUM

A resident thanked the Board for addressing the air conditioning unit above him that was making so much noise.

A resident wanted to speak about having the Board consider banning BBQs. That issue is on the agenda.

A resident had questions about landscaping. Entry 7 is not finished. There is a patch in front of the laundry. The Berry tree could use some pruning. The entrance to front door is a mixture of mismatched colors.

Mr. Skaggs reported that the landscaping is not in great shape due to the drought. The Mutual is doing odd entries this year. The maintenance of the buildings started about 15 years ago. Entry 7 was done long ago. Next year the work will go back to the northern end of the project. Leisure Lane should be done in 2 years. The Board hopes

to be on an 8-year cycle. Mr. Marlatte will take a look at the building.

LANDSCAPING REPORT – Rebecca Pollon, Landscape Manager

In Ms. Pollon's absence, Mr. Donner reported. During the remainder of 2017, the Mutual plans to (a) replace turf in Entry 1 of Stanley Dollar and obtain a credit from EBMUD (b) improve landscaping at various focal points (c) refurbish and replace additional turf.

Mr. Skaggs reported there will be plant replacements this fall. They require too much water if planted in the warmer months. The turf will be done in the fall. Work will be done on focal points such as intersection corners with color spots. Next year they will return to doing entry-by-entry.

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 16 on Tice Creek Drive and is more than halfway completed; Roofing Program-Carports and roofs are complete for 2017. Preparing data and contract for 2018. Expecting to do 14 roofs; 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 August was \$25,410.00; Roof and Gutter Cleaning-to start November/December with Pro Grass Gutters; Manor Lube-2017 at 70%. 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 is analyzing data. Purcell, Rhoades & Associates – drilling and monitoring to start on October 2nd.

1200 Canyonwood had movement under the building. The project is moving slowly because there is a huge demand on consultants due to the wet weather. Permits are required. There are some delays. This should be handled with money from the reserves.

The building on Canyonwood was involved in a car hitting the supports to the building. The building is braced and being worked on now. Car insurance or the Mutual insurance will cover the damage.

TREASURER'S REPORT – Rick Chakoff

Mr. Donner reported the ending balance in the operating fund is \$27,748. The ending balance in the reserve fund is \$2,793,076. In August, the Mutual was better than budget by \$52,457.00

Mr. Skaggs reported that there were 5 resales for the month of August at a median price of \$285,000 and YTD, there were 82 resales at a median price of \$367,000.

Mr. Fehlig moved to approve the Certification of Compliance for Quarters 2 and

3 of 2017, per civil code section 5500. Ms. Williamson seconded and the motion carried without dissent.

PRESIDENT'S REPORT

Mr. Skaggs reported that the Board looks forward to welcoming all to the annual meeting on October 17th at 9:30 a.m. in the Fireside Room at Gateway. They will discuss the budget at this meeting.

Mr. Skaggs reported that Mr. Fehlig was elected by acclamation for a 3-year term.

RECYCLE

Mr. Fehlig reported that he is coordinating with Sustainable Rossmoor and working with Jency James of Republic Services.

This is a pilot program. Recycling gets picked up for free. The Mutual can down-size landfill bins.

In June, 3 entries on Canyonwood were right-sized and now we are expanding on Canyonwood. We can have a pickup twice weekly for no charge. We changed out a 2 cubic container to a one cubic container. We have also included lid props. We have distributed totes for recycling. Everything seems to be going well.

In the future, we expect to start an organics pilot program. Residents will receive a tote with plastic liners.

UNFINISHED BUSINESS

Mr. Skaggs reported that Comcast offered a program to all of the Mutuals for telephone service and DVR service. This needed to be adopted by the Board and would be imposed on the entire Mutual.

A survey was mailed out and responses were negative on both proposals.

Ms. Williamson moved to reject both options from Comcast. Mr. Mansfield seconded and the motion carried without dissent.

The Board then considered a revision to Policy 5.3. Currently non-conforming floors existing in December 2003 are grandfathered and allowed to remain indefinitely. The proposed revision would require replacement of non-conforming floors prior to close of escrow of any sale occurring after October 1, 2017.

Mr. Fehlig moved to adopt the change to the policy. Ms. Williamson seconded and the motion carried without dissent.

NEW BUSINESS

Mr. Skaggs reported that Ms. Williamson has resigned effective October 1, 2017. Ms. Williamson filled a vacancy and has served the Board well.

Ms. Williamson stated that she enjoyed serving on the Board. She has some health

issues.

Mr. Mansfield moved to accept her resignation. Mr. Fehlig seconded and the motion carried without dissent.

Mr. Skaggs asked the membership to let the Board know if anyone is interested in serving. The Board divides up the responsibilities. Ms. Williamson handled landscaping. This was not an easy job. She also took care of laundry room issues.

Mr. Skaggs reported the Board is considering proposals to revise Policies 2.1 (subleasing), 6.6 (use of electricity in carports) and 10.3 (barbecues). If proposals for revision are adopted, notice will be given to allow comments before the Board considers adoption of the revisions.

ANNOUNCEMENTS

Mr. Fehig announced that there will be an EPO Safety Fair at Hillside on Saturday, September 23. EPO needs coordinators for the entries.

Mr. Skaggs announced the following meetings:

Annual Membership Meeting – Tuesday, October 17 2017, 9:30 a.m.,
Fireside Room

Second Mutual Regular Monthly Meeting – Thursday, November 16, 2017
9:00 a.m. Peacock Hall – Gateway Complex

GRF Regular Board Meeting – Thursday, September 28, 2017 at 9:00 a.m.
Peacock Hall – Gateway complex

ADJOURNMENT

Having no further business, Mr. Skaggs adjourned the meeting at 10:17 a.m.

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

**The Board of Directors met in executive session on August 24, 2017 following the adjournment of the open Board meeting to discuss the following:

1. Member Matter - outstanding balance owed-matter continued to September

2. Member Matter - Possible eviction-fines imposed.
3. Member Matter - request regarding designated occupant-request was withdrawn.

Having no further business, the executive session adjourned at 10:35 a.m.