

**THIRD WALNUT CREEK MUTUAL
ANNUAL MEETING OF THE MEMBERS
& ORGANIZATIONAL MEETING OF THE BOARD
MONDAY, JULY 13, 2020 AT 10:00 A.M.
ZOOM MEETING**

Zoom instructions: To view the meeting on your computer, iPad, or smart phone, residents should log-in to <https://rossmoor.zoom.us/j/94544308477> and use the meeting ID: 945 4430 8477. You will see a few prompts to click on such as allowing “the page to open zoom.us,” “join with video,” and “join with computer audio.” Be sure to have your computer speakers turned on.

If residents just want to hear the deliberations, they can dial 669-900-6833 on any phone, and they will be prompted to enter the meeting ID: 945 4430 8477

ANNUAL MEETING AGENDA

1. Call to Order
2. Approval of Annual Meeting Minutes from last year: June 11, 2019
3. Introduction of Board of Directors
4. Announce Ballot Results for District VIII Director Election (Projects 50 and 55) and District XIII Director Election (Projects 34, 38, and 64) – 3 Year Term (2020-2023)
5. Discuss Vacancy for District IV (Projects 26 and 35)
6. President’s Report
7. Presentation by Paul Donner and Rick Chakoff regarding Finances, Landscaping, and Client Services
8. Reports of Committees
 - a. Alterations
 - b. Building Maintenance
 - c. Communications
 - d. Emergency Preparedness
 - e. Governing Documents
 - f. Landscape
 - g. Dispute Resolution
9. Members Forum
10. Adjournment to Organizational Meeting

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ANNUAL MEETING OF THE MEMBERS
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MONDAY, JULY 13, 2020 AT 10:00 A.M.
ZOOM MEETING**

ORGANIZATIONAL SESSION AGENDA

To take place after adjournment of the Annual Meeting

1. Call to Order
2. Appointment of Chairperson Pro Tem -Kelly Maki
3. Director Appointment to the Board for Vacancy in District IV (Projects 26 and 35)
4. Election of Officers
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
5. Appointment of Assistant Treasurer, Rick Chakoff & Assistant Secretary, Kelly Maki
6. Appointments of Committees for 2020 – 2021
 - a. Alterations Permit Review
 - b. Budget and Finance (Including Audit)
 - c. Building Maintenance
 - d. Communications
 - e. Emergency Preparedness
 - f. Governing Documents
 - g. Landscape
 - h. Dispute Resolution
7. Member's Forum
8. Adjournment

THIRD WALNUT CREEK MUTUAL

ANNUAL MEETING MINUTES OF THE MEMBERSHIP
TUESDAY, JUNE 11, 2019 AT 9:00 AM
GATEWAY BOARD ROOM
1001 GOLDEN RAIN ROAD, WALNUT CREEK, CA 94595

Call to Order

The membership called the meeting to order at 9:09 a.m.

Roll Call

Directors Present:

Gery Yearout, Director District XI
Arylss Rothman, Director District IX
James McFarland, Director District III
Toby Dicker, Director District VIII
Chuck Decker, Director District X

Christine Monsen, Director District XIV
Kay Barthold, Director District XIII
Matt Kaplan, Director District V
Vacant, Director District VII

Directors Excused:

Judy Bank, Director District XV
Ron Mucovich, Director District IV

Also Present: Mutual Operations staff was represented by Paul Donner, Director of Mutual Operations; Rick Chakoff, Chief Financial Officer; Clayton Clark, Building Maintenance Manager; Kelly Maki, Board Services Coordinator; Melissa Ward, Hughes Gill Cochrane and Tinetti.

Certification of Notice of Meeting

Arylss Rothman, Secretary of Third Walnut Creek Mutual, certified that notice of the Annual Membership meeting was published in the Rossmoor News on May 22nd, May 29th and June 5th of 2019. A copy of the notice was sent to all members of record on May 15, 2019, in accordance with the Bylaws of said corporation.

Approval of Meeting Minutes

Vice President Yearout asked for any corrections and/or additions to the following set of minutes:

Annual Meeting of the Members June 12, 2018

The minutes were approved as submitted.

Moved, Seconded, Carried 8-0

Introduction of Board of Directors

Each Director present at the meeting stood and introduced themselves, identifying the projects in each of their Districts that they represent.

THIRD WALNUT CREEK MUTUAL

Announce Ballot Results for District XV Director Election (Projects 27, 31, and 32) 3-Year Term (2022)

A secret ballot in the matter of a Director Election was mailed on May 1, 2019 for a vote of the membership in District XV (Projects 27, 31 & 32). Ballots were opened during an Open Ballot Count Meeting on Thursday, June 6, 2019 at 10:00 a.m. in the Gateway Board Room (1001 Golden Rain Rd., Walnut Creek, CA 94595)

The following is a report prepared by the Inspector of Elections:

TOTAL BALLOTS RECEIVED: 102

TOTAL INVALID BALLOTS: 2

TOTAL VALID BALLOTS: 100

EACH CANDIDATE RECEIVED THE FOLLOWING NUMBER OF VOTES:

JUDY BANK: 45

MARILYN MASON: 55

THE QUORUM REQUIREMENT ON THE DIRECTOR ELECTION IS 20% OF THE MEMBERSHIP OF DISTRICT XV (PROJECTS 27, 31, AND 32) OR 23 BALLOTS (OUT OF 114 UNITS). A SIMPLE MAJORITY OF THE TOTAL RETURNED VALID BALLOTS WILL DETERMINE THE WINNER OF THE ELECTION.

Marilyn Mason received the greatest number of votes and therefore is elected to a three-year term ending in 2022 for the open seat in District XV (Projects 27, 31, and 32) on the Third Walnut Creek Mutual Board of Directors.

Acclamations – 3-Year Terms (2022)

The following candidates ran unopposed in each of their Districts and therefore were acclamated to a 3-year term:

- a. **Matt Kaplan – District V (Projects 23, 33, and 53)**
- b. **Arlyss Rothman – District IX (Project 45)**
- c. **Nan Warren – District XIV (Projects 36 and 37)**

Committee Reports

A report was presented by the following committees:

a) Governing Documents Committee:

Gery Yearout and Melissa Ward gave a governing documents committee update in Judy Bank's absence and the topics of the report included: minor statutory updates; the votes on the amended CC&Rs and Bylaws; the Board's vote to hire Ann Rankin's firm for a petition process; hurdles on finalizing the amended CC&R process; and because the

THIRD WALNUT CREEK MUTUAL

CC&Rs project is not yet concluded, the governing documents committee could not do the necessary work to update present policies as it hoped to do.

b) Alterations Committee:

Kay Barthold provided the following report:

The Alterations Committee really just chugs along, year in and year out, continually reviewing resident alteration applications. Some alterations requests are small, such as changing an exterior light fixture, and some alterations are large, such as total remodels that move walls and doors. And there is everything in between.

There are currently 1,546 homes in Third Mutual. In a condominium housing area of this size, it is very important to monitor the exterior changes that residents want to make to their units so that there is a consistent uniformity, and the area does not appear to be a hodge-podge of different styles and colors. However, latitude is also given so that housing areas do not look like barracks either.

Applications are checked for compliance with Third Mutual's various architectural standards and building rules for both interior and exterior changes. For example, upper units are limited as to where hard surface flooring can be installed for sound protection of lower units. The style of a new front door must be chosen from a limited number of approved styles, but this selection of styles is quite varied so that residents can usually find something that appeals to them.

Even more important is that these applications are all checked for compliance with electrical and gas regulations to be sure that everything will be safe for the resident and their neighbors. Applications are also checked to be sure that contractors have provided proof of current insurance for at least \$1,000,000 in coverage.

All of this is done to make sure that interior changes are done safely, and exterior changes result in a community of attractive homes that have an appealing consistency in architecture and style.

c) Budget and Finance/Audit Committee:

Matt Kaplan gave a report on budgeting, announced a clean opinion from the Auditors, discussed the Board is in compliance with the new Civil Code 5500 that took effect January 1, 2019, talked about the ranges in project coupons, and gave the total amounts owed for delinquent coupons and owner billables.

d) Building Maintenance Committee

The following report was given by Christine Monsen:

This past year the Building Maintenance Committee was hoping to recommend updated policies consistent with the new CC&Rs. Last year a great deal of effort went into incorporating existing policies into the draft CC&Rs, after residents expressed concerns about clarifying maintenance responsibilities. The Committee did finalize a table developed

THIRD WALNUT CREEK MUTUAL

by Walt Braun that summarizes the responsibilities laid out in exiting policies and the new CC&Rs into a table, which is available on the webpage.

Unfortunately, the adoption of the CC&Rs has been delayed, and so the committee focused on other activities.

Throughout the year, the Committee attempted to meet with County Fire department staff, to no avail, to develop a policy regarding BBQs. We ultimately developed a set of issues for the Board to discuss, if they choose to move forward with a policy limiting use of BBQs. Joe Tracy led this effort.

The Committee also made a recommendation to reduce costs for residents by changing the standard color for new windows from white to bronze. The Board adopted this new policy.

The committee reviewed the solar policy and made recommendations to the Governing Docs Committee.

The Committee recommended, and the Board approved having a pest inspection between major rehabs, to catch dry rot and pest damage earlier, so that it will be less expensive to address.

The Committee recommended that Directors become familiar with the maintenance procedures, develop a schedule major work activity and to budget adequate funds in the reserve study for the following big-ticket items that have resulted in surprising unbudgeted costs in some Projects. Specifically, the Committee recommended to directors that they:

- Establish a ten-year schedule for rehabs and pavement management in their Projects;
- Increase reserve budgets for Rehabs, since costs have increased due to costlier materials and staffing, as well as the need to use scaffolding for safety purposes;
- Budget adequate reserve funds to cover higher roofing costs, as well as unexpected costs, as our infrastructure ages. In particular, a number of storm sewer drains were blocked by tree roots, so reserves should be budgeted for replacements, including replacement landscaping;
- In the new CC&Rs, Directors need to have the condensate lines cleared, so adequate time should be budgeted for this activity; and
- Replacement of exiting lights with LEDs is a capital cost that significantly reduces operating costs and should be incorporated into the rehab schedule.

It has been an honor to serve on the Board, and to Chair this Committee. I would like to acknowledge the members of the Building Maintenance Committee: Chuck Decker, Walt Braun, Joe Tracy, Dale Harrington, Jerry Foot, and Milford Waldroup.

I doubt that people realize the magnitude of the work that goes on each year to keep our

THIRD WALNUT CREEK MUTUAL

infrastructure sound and in good repair. Clayton Clark is always one step ahead in figuring out what needs to be done. His institutional memory and ability to deal with residents has never ceased to amaze me. Paul Donner, Kelly Maki, Jo Ann Cooper, Sharon Fees are all assets to MOD, and serve us well. These are the faces you will see, but there are hundreds standing behind them helping out to keep the checks paid, the garages from flooding during storms, buildings repaired, and roadways paved, and alterations approved. I want to thank the staff of MOD for their diligence and patience.

Good luck to the new Board of Directors.

e) Communications Committee

No report was presented.

f) Emergency Preparedness Committee

Alyss Rothman gave the following report:

This year the EP Committee worked on updating the list of all of the TWCM Entry Coordinators. The committee needs at least 1 coordinator per entry, which means we need more volunteers because at this time we do not have 1 coordinator in all 66 entries of TWCM. Please volunteer for your entry. The committee is working on a drill training session to take place in September.

g) Landscape Committee

Gery Yearout reported on the goals of the committee for the past year. One of the main goals was renewal of the landscape maintenance contract. Multiple bids were gathered for Board consideration. A definitive scope was given to the bidders that was created by Rebecca Pollon with the help of Steve Ormond. All bidders were interviewed, and the committee made a recommendation to the Board. It was recommended that the board do a 3-year contract that will only be renewed annually if the company meets certain parameters of expectations through performance reviews. Terra Landscaping was awarded the contract. The contract is priced by project and each project was given the opportunity to do an organic add on for an additional price. About ½ the projects chose the organic option.

Evaluations of Terra Landscaping have been completed and they received a score of 89.9 out of 100 on the most recent evaluation.

Reminders: Tree Work is done at cost to the project and not included in the landscape maintenance contract, MOD staff days are labor free, and any material is at cost, be mindful of the water usage since this is one the biggest operating expenses.

h) Composting/Recycling/Trash

Chuck Decker reported on some concerns that Mutual is having on the proper ways to compost, recycle, and dispose of trash. A reminder as given for all resident and their guest to never dump their household items and boxes when moving in or out of Rossmoor. Educate yourself on the items that can and cannot be recycled, composted or put in land fill.

THIRD WALNUT CREEK MUTUAL

Members' Forum

Residents were afforded the opportunity to express their concerns, make comments, and have questions answered by the Board and M.O.D. staff representatives. Topics discussed included: landscaping; racoons; enclosure signs; thank you to the Board for all their hard work; and Bylaws.

Adjournment

The meeting adjourned at 10:14 a.m.

Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the minutes of the Annual meeting.



Assistant Secretary

Annual Meeting President's Report – July 13, 2020

The 2019-2020 year has been a very unusual year for many reasons, and we have experienced many changes in the Third Mutual. Our last Annual Meeting was a “normal” in-person meeting in the Fireside room, with refreshments... imagine that! We welcomed one new board member at the June meeting, Marilyn Mason representing District XV, P-27, 31 and 32, and Officers and Committee chairpersons were appointed. In July, we welcomed another new Board member in John Swearingen for District VII, P51-1 and 51-2. We were able to populate all committees with Directors and Owners who stepped up to volunteer their time to work for the Mutual. I would like to thank each and every one of you who gave so generously of your time.

Gery Yearout – VP and Landscape chair

Marilyn Mason - Secretary and Communications

Matt Kaplan – Treasurer

Alterations – Jim MacFarland

Building Maintenance – Kay Barthold

Governing Docs – Kay Barthold

Chuck Decker

Nan Warren

Dale Harrington, Roxanne Stallings, Joe Tracy, , Floyd Yearout, Marie Kahn, Paula Erickson, Harris Greenberg, Fran Gibson, and Ron Mucovich and Toby Dicker as former Directors

The Board also welcomed Marianne “Poppy” Tanner to the Board in August to complete Ron Mucovich's term of one year representing District IV, P-26+35.

We could not have accomplished any of our goals this year without the dedication and commitment of all of you.

All thanks for the operations of the Mutual must include gratitude to all of the staff of Mutual Operations who do their best to make our volunteer jobs as easy as possible. And special thanks go to Lucy Limon who filled in for Kelly while she was welcoming Mason into the world!! We thank you all!!

We have had a few overarching goals set out for this last year, and some additional challenges that we did not anticipate. It has been our goal to try to make the workings of the Board as transparent as possible and accomplished some of that by providing non-confidential packets to all meeting attendees to help them follow our proceedings, and to begin publishing a summary of our meetings in the Rossmoor News after each meeting. Hopefully that is helping.

Another goal for this year was to complete the adoption of the new, revised CC&Rs for all Districts. As many of you are aware, only 5 projects achieved a 75% super-majority acceptance of the CC&Rs (This is common in retirement communities). Eleven projects have achieved a majority acceptance and one project (P-23)voted against adoption. Beginning soon after the CC&R and By-law votes were completed in July 2018, the Board received a written request for Alternative Dispute Resolution (ADR) from four Owners that the Board agreed to proceed with, that included a private trial held before a retired Judge from JAMS. This process was completed by the end of August 2019 after 5 full days of hearings. A final award was made by Judge James in December 2019 in favor of TWCM on all eight areas of complaint. This delay of over one year further stalled any positive movement that could have been made to adopt the CC&Rs. As of today, we have petitioned the Superior Court of California to rule on lowering the requirement from a 75% affirmative vote to a majority affirmative vote for 11 projects within the Mutual. You all received a huge packet with copies of the court petition for your project and a corrected copy of the CC&Rs that we were required by law to mail to every household. There has been one “pro

per brief" (filed without legal counsel) submitted in opposition to the petition in Project 51-B. There is a hearing scheduled for July 16th at 9:00 in Superior Court for the petitions to be reviewed by the Judge. All costs of the ADR litigation were covered by our Directors and Officers insurance. As a result, our insurance was cancelled and we needed to accept a more expensive policy from a different carrier, with 20X higher deductibles. So- we are getting there, but not without cost and strife.

Our other major goals were to try to contain our legal costs, our insurance costs and water costs. Regrettably, due to the aforementioned issues, our legal costs have not yet leveled off. And, like the entire nation, insurance costs have soared, not helped by additional fires in Rossmoor. Water costs have also proved difficult to manage as EBMUD costs have again increased by approximately 10% this year alone.

Some new policies: A new regulation became effective in August requiring that all new garage door openers have battery back-up in case of electrical outage, just in time for our first experiences with Public Safety Power Shutoffs (PSPSs). A new policy regarding BBQs was adopted as well as a process for assessing the quality of the Landscaping done by Terra. New rules have been adopted as State Law based on SB 323, requiring that all election rules be modified. The effect of this legislation will be most evident in increasing election costs as it requires a full ballot election even if there is only one candidate. This law came into effect on January 1, 2020. We also adopted policies regarding exterior paint color selection, front door color selection and a code of conduct and ethics was adopted for all Directors and Committee members.

A decision was made by the Board in mid-December to consider changing legal counsel for various reasons including an insurance claims mitigation strategy. Four candidates were interviewed by the Board and Mr. Richard Fong was selected to represent TWCM going forward for general matters. We are also using the services of Ann Rankin as a specialist in filing the petitions with the Superior Court. The services of Hughes, Gill, Cochrane and Tinetti and Melissa Ward in particular are only to be used as necessary for transition in the CC&R process.

The Board continues to struggle with concerns about allowing hard surface flooring in upper units as people are asking for medical variances to the no hard surface flooring in upper units policy. The sound engineering studies done to date have shown that the sound transmission rates are much higher with hard surface flooring as compared to carpet, even if the industry ratings of IIC are over 75. We are currently having our legal counsel investigate what our options are in these situations, as we have some level of obligation to provide accommodation for medical issues, and must also protect the comfort and value of lower unit owners.

Again, I want to thank you all for your interest and your assistance in helping to manage our Mutual governance. As in many things today "We are all in this together"!!

Sincerely,
Arlyss Rothman

TWCM Alterations for 2019

In 2019 there were 483 permits issued in TWCM with 432 alterations completed.

Building Maintenance Committee
Report for Annual Meeting 7-13-20
By Chair, Kay Barthold

First, I must thank the committee members for the time and energy they committed to this work:

Nan Warren, Vice Chair
Marilyn Mason
Chuck Decker
Dale Harrington
Roxanne Stallings
Joe Tracy

I must also thank Clayton Clark, Third Mutual's Building Maintenance Manager, for attending most of the committee meetings, and especially for making several excellent presentations to the committee, including presentations on gutter cleaning and gutter guards, dryer vent and duct blockages and cleaning, third party billing, and smoke detectors.

The committee created a new Exterior Paint Color Selection Policy #94, which describes the process for owner involvement in the selection of their building's body and trim paint color prior to a rehab. Clayton Clark, along with Nancy Bunch, who is Building Maintenance Coordinator, gave guidance to the committee on this policy. This Policy #94 is posted online.

Committee members Marilyn Mason and Roxanne Stallings led the committee's creation of a new Changing the Paint Color of a Front Door Policy #95, which describes the process for an owner to request approval to change the color of a painted front door to an accent color. Jim Hayes, who is Contract Administrator for Third Mutual, gave the committee guidance regarding this new Policy. This Policy #95 is posted online.

Committee members Nan Warren and Joe Tracy led revision of the Electrical Power Sources Policy #64, which describes the process for installing electric vehicle charging stations, and the requirements for charging or using other items such as golf carts, low speed vehicles, and major appliances in garages and carports. This Policy #64 is posted online.

The committee started work on revising the current Smoke Alarm Policy 70. Clayton Clark provided a very informative slide presentation and gave the history of the installation of home smoke alarms in Third Mutual. This revision work is ongoing.

This committee worked together to create or revise these Policies to clarify resident questions on these subjects.

TWCM BUILDING STATUS REPORT

For the month of July 2020

Project 23

- ❖ Bids received for LED light fixture upgrades from Sang Electric.
- ❖ 1117 AS front landing damaged. Letter written to owner of their portion of the costs .

Project 26

- ❖ 1501 Pt:
 - #3a is remaining work needing to be done per termite inspection. Waiting on a bid from AMAC.
- ❖ Pool re-opened but Covid 19 precautions in place.
- ❖ Paving bid received.
- ❖ Termite report received for 1621 Ptarmigan. Resolving termite and plumbing issues then other structural issues.
- ❖ Resolving hot water damage claim to units at 1501 and 1621 Pt where upper units flooded lower floor units.
- ❖ 1501 and 1621 Pt signage discussed. Delivery and guest are getting lost in complex.
- ❖ Review of golf cart re-stripping to provide better golf cart access.

Project 27

- ❖ Pricing swale repairs behind 2316 Ptarmigan. Reviewing two options: repair damaged section or repair entire section as tree heaving other section. **No action to report.**
- ❖ **Rehab, Phase 2 underway on 4-unit buildings.**
- ❖ **Working on signage in Entry 10. Waiting on sign company proof.**
- ❖ **Drafting letter to summarize fencing on a certain building style as it is unclear whether P27 or resident alteration costs. No action to report.**

Project 31

- ❖ MOD carpentry developing carport pricing. **Work order approved.**
- ❖ Pricing out MOD carpentry rehab. **Under review to determine if contractor will be used due to schedule.**
- ❖ Review of entry mirror installation, as wind gusts cause the mirror to come out of adjustment.
- ❖ Review of fencing due to headlights flashing through the existing fence design due to gaps. Board-on-board fence would eliminate this.
- ❖ Collection issue with damaged downspout by guest of owner. Owner does not want to pay, and will not provide Rossmoor guest contact information for collection.

Project 32

- ❖ Entry 15 Pt entrance concrete near tree completed by Fleece Constuction. Many roots removed, so referred to landscaping to watch tree health.

Project 33

- ❖ Pricing out metal gates due to trash company abuse. **No action to report.**
- ❖ LED pricing of pagoda lights under review.

Project 34

- ❖ Looking at paving 2020.

Project 35

- ❖ 3118 TGR drain plugged and sump pump installed. Will need to dig up, but an option has been provided to run a new drainline to the creek. **No action to report.**
- ❖ Driveway concrete on Entry 2 is going to need replacement. **Awaiting price from Fleece Construction.**
- ❖ Working on dumpsters repairs as time permits. **No action to report.**
- ❖ **Hot water heater failure caused damage to two lower units. Affected residents are requesting their contractor perform work instead of AMAC.**
- ❖ **Condensate issue at 3117 TGR. Pipe, uncovered by Gauthier Construction, buried in front landscaping. Referred to Terra Landscaping to resolve.**
- ❖ **3101 TGR rear deck issue under review.**
- ❖ **Fencing project may need to be budgeting in future years.**

Project 36

- ❖ Developing RFP for deck inspections per SB 326. Engineers are turning request down due to other work. Other engineers cite insurance concerns with HOA on insurance.
- ❖ **Patio replacement at 2075 CC completed.**
- ❖ Railroad tie retaining wall between 2145 & 2165 CC under review. **No action to report.**
- ❖ **Review of LED light installation program.**

Project 37

- ❖ No action to report.

Project 38

- ❖ **Bids under review for painting, deck coating and carpentry tasks.**
- ❖ **Building main electrical panel at 975 TCal is waiting on PGE to determine shutoff schedule for panel replacement. Contractor (KRE) is becoming frustrated in PGE not setting a date for past 6 weeks.**

Project 40

- ❖ **649 and 665 TCal rehab completed. Color trim selection was an issue with several residents.**
- ❖ **2611 Saklan Indian: Bids received, and provided to insurance company. Contract being prepared upon contractor selection.**

Project 41

- ❖ Damaged gutter at 2643 SI. **Resent work order to Crawford Sheetmetal for status.**
- ❖ **2631 Saklan deck issue due to alteration design. Roofer is trying to resolve issue with downstairs neighbor.**

Project 42

- ❖ **618 TCal resale issue:**
 - **MOD replaced siding section due to leaks into nook area. Flashing improvements made at gutter corners. MOD also replace 2 sheets of rotten siding at entrance.**
 - **Specialty Inspections will be doing interior damage corrections due to leak at window.**
 - **MOD roofing patched up area near chimney.**

Project 44

- ❖ MOD carpenters completed rehab of 3032 and 3042 RP. Painting & deck coating, and more decay found above roof line.
- ❖ Resolved new bench tilting issue.
- ❖ Resolving illegal hose bib alteration.

Project 45

- ❖ Rehab planned after P44.
- ❖ Cosmetic repairs to 3304 RP due to settlement issues. **No action to report due to shelter-in-place.**

Project 49

- ❖ Reviewing Kingsway inspections of 1738 SD inspections for rehab. **AMAC reviewing decks for pricing.**
- ❖ **One garage door remains to be replaced at 1710 SD.**
- ❖ **Alteration privacy screen under review for possible solution to the privacy screen replacements.**

Project 50

- ❖ Paving bids under review along with other TWCM projects and Mutuals.

Project 51

- ❖ **Determination of 2021 budget for roof replacements.**

Project 53

- ❖ Roofing deferred and will be reviewed after rain season.

Project 54

- ❖ **New roll-up garage doors installed at 1446 SD. 1434, 1412 and 1404 SD will be the next locations for garage door replacements.**

Project 55

- ❖ Review of paving bids.
- ❖ Review of HVAC structures to convert them to more HVAC accessible construction.

Project 64

- ❖ **Waiting on assessment decision after obtaining bids. Some decisions will need to be made on divider fence repair versus replacement costs as best solution for future years.**
- ❖ **Color choices are being reviewed.**

General:

- Looking into DocuSign for contract and other correspondence.

End of report.

**THIRD WALNUT CREEK MUTUAL
MEMBERS ANNUAL MEETING**
Monday, July 13, 2020, 10:00 a.m. via Zoom

To: Third Walnut Creek Mutual
From: Marilyn Mason, Chair, Communications Committee

A year ago, when I agreed to oversee the Communication Committee, I wasn't real clear as to the responsibilities that lay ahead of me other than the obvious; good communication. That turned out to be a good thing as it allowed for broader parameters as to what could be accomplished.

I want to extend my gratitude to Ann Peterson, Editor of the Rossmoor News, for her assistance in so many ways. Ann, I truly enjoyed working with you this past year.

First and foremost, the goal of the Committee has been to increase transparency on behalf of the TWCM Board. Doing so brings not only board information to the residents, but a greater understanding of the issues with which the Directors are confronted, and a greater opportunity for residents to bring their voice to the Third Mutual Board for consideration of and contributions to solutions.

Secondly, in sharing Board information consistently with residents, it allows the opportunity for more in-depth understanding within the community of the challenges faced by all of Third Mutual, and not merely those associated with the project neighborhoods.

This past year, each month we have published a summary of the regular open board meeting, as well as any special meetings that were scheduled, all Calls for Nominations, all pending ballot elections and ballot counts, as well as various reminders of up-coming meetings. We hope it has provided residents a window into the work the TWCM Board is doing on their behalf, a map of TWCM plans and a venue to allow for resident participation.

The measure of success resulting from these efforts can only be gauged by Third Mutual Members. Thank you for the support that many of you have shared with me and other board members. If you have ideas, suggestions or recommendations

that may further the goals of the Communication Committee, please do not hesitate to share them with your Director or the Board.

Marilyn Mason
Director, TWCM Dist. 15
925.934.3516
marilyn.mason@sbcglobal.net

Governing Documents Committee
Report for Annual Meeting 7-13-20
By Chair, Kay Barthold

First, I must thank the committee members for the time and energy they committed to this work:

Marilyn Mason, Vice Chair
Arlyss Rothman
Nan Warren
Gery Yearout
Roxanne Stallings

The committee first worked on revising the existing Barbeque Policy #78 to give residents better guidelines regarding the safe use of barbeques in order to prevent accidental fires. Clayton Clark, Third Mutual's Building Maintenance Manager, gave the committee guidance regarding this Policy. This Policy #78 is now posted on Third Mutual's website.

Committee members Arlyss Rothman and Marilyn Mason led the committee's work on creating a new Code of Ethics and Conduct for Board members as well as committee members. This Code of Ethics and Conduct was approved by the board and is posted on Third Mutual's website.

The committee spent a great deal of time reviewing the existing Building Maintenance Standards for relevance and validity, and to determine if some should be brought forward and properly adopted as new Policies, and if some could be put into a possibly to-be-created "Helpful Information" website category.

The committee also reviewed three existing financial Policies. Although the board approved changes to these Policies, subsequent changes in insurance policies and deductible amounts, as well as subsequent legal review by Third Mutual's new legal counsel, negated these changes and they were not implemented.

The committee also considered creating a new Policy regarding smoking, but decided that it was not necessary because current laws were sufficient.

The committee discussed at length the subject of variances to Policy 59 on hard-surface flooring, along with the new study that was done in Mutual 4 by a professional sound company to determine sound transfer. It was decided that no changes needed to be made to Policy 59, and discussion would continue regarding requests for variances to this Policy.

Landscape Report July 2020

Landscape is all around us; it is something we all see and most of us have opinions about. Some areas are by our front entryways, and some areas are high up our valley hillsides, unseen but by a few residents. Much of our landscape is reaching maturity as Rossmoor reaches its 'middle age'. Add to that the water restrictions, and the lengthy drought which has given rise to high wildfire risks, and we are in a very precarious new place. Both water and manpower are required to maintain our environment, and both are very expensive. Mutuals and Projects must make hard decisions. Rebecca Pollon and her staff have produced an extensive, very thoughtful report on the way forward. Rebecca states "we need a resilient landscape that will better withstand scarcity, defend itself from disease, and thrive with less human inputs, resources, and costs".

Rebecca says to achieve this goal requires multiple steps. Phase 1 is to **Simplify**. If a plant isn't healthy in May and June, remove it. Remove distractions and reduce fuel. Eliminate low value landscapes. Phase 2 is **Identify**: find strengths in your local area and create new assets. In Phase 3, seek to **establish balance**, such as decrease poor value lawns and refreshing high value lawns. In Phase 4 we need to **Cultivate Resilience** in all our landscape.

Where are our "high value" landscapes? Rebecca has identified these areas: entryways, the fronts of buildings, highly trafficked areas, areas that create a frame or special setting, and those areas that are "unique". If a Project is thinking about creating a new asset, one might consider benches, gathering areas, gardens, views, comfortable paths, connecting routes, special signage, or trails.

One important consideration is related to turf, the lawns most of us love. They require 200-300% more water than shrubs or trees, they need 800-900% more chemicals to thrive, and they demand 200-300% more labor to maintain. The question clearly becomes lawns.....at what expense? Each Project Director determines the monies available for our contracted mowing and maintenance, and each Project also has a certain number of work days (1-16) with Rossmoor staff. The staff are free to us, but the materials used during work days again are costs to the Project. Bottom line, how can our dollars be best spent, to maintain our landscape, think ahead about the future, and keep our "look" as pleasing for all as possible.

Most Directors have evaluated reducing our Junipers, particularly near a building, and many Directors have also rethought their turf areas. We all need to be mindful of the water consumption, and the fire risks in our specific areas. Steve Ormond and Rebecca Pollan are resources when evaluating options, and Paul Donner can certainly provide guidance around budgeting and apportioning our dollars. Be mindful of the life cycle of our trees, shrubs, and plantings and avail yourself of other residents', and our contractors' expert advice. We are in year 2 with Terra Landscape (3 year contract) and have been each quarter reviewing their performance. The Landscape committee and staff have deemed them to be operating in the 4plus range on a scale of 1-5.

We live in a beautiful place, let's do our best to keep it that way.

MEMORANDUM

DATE: July 6, 2020

TO: TWCM Directors

FROM: Steven Ormond, Landscape Supervisor

SUBJECT: Report of Landscape Activities

Lawn Maintenance: Weekly mowing alternating edging front and rear of manor every other week. Fertilize with Sulphur coated urea.

Entry Maintenance: Once a month routine maintenance, ground cover trimming, shrub pruning, weed control. FIRE BREAKS AS NEEDED. If a director has special areas, they would like trimmed or not, please notify me.

Tree Maintenance: Waraner Brothers will be starting tree maintenance in projects 36, 37, entry 25 terra Granada project 50, 40, 41, 42 and 44.

Landscape Rehabs: Our in-house crew will start project 26, for the month of July.

Irrigation: Please report any leaks, breaks, or adjustments needed to 988-7650, or email to workorder@rossmoor.com. If you know of areas that show signs of excess irrigation, notify Steve Ormond.

PLEASE contact Steve Ormond at 925-988-7618 to schedule a walk through at least two weeks before your Rehabs, or Tree maintenance work is scheduled.

Dispute Resolution Committee Report for Annual Meeting 2020

During the last year, under the direction of President Arlyss Rothman, the Board of Directors established a dispute resolution committee. The task of the committee will be to solve small disputes before they flare into large problems. The committee has located 12 volunteers, and intends to offer a workshop on Active Listening, and a workshop on dispute resolution. Dr. Maud Pervere who has taught this subject at the university level has offered to be of assistance in staffing these workshops.