

THIRD MUTUAL WALNUT CREEK  
ALTERATIONS COMMITTEE CHARTER

The task of the Alterations director is to look over alterations requests which have been submitted to the Third Walnut Creek Mutual (TWCM) by the Alterations department at Rossmoor Project Management (RPM). The job is to oversee that these alterations requests are in agreement with Third Mutual's policies and procedures. Because there are so many mutuals with different policies, it is important to make sure that the requests do not differ from the policies that Third Mutual has. This job requires only one person (a director) to complete its work.

**THIRD MUTUAL WALNUT CREEK**

**BUILDING AND MAINTENANCE COMMITTEE CHARTER**

The Building Maintenance Committee (TWCM) is established to ensure the ongoing safety, functionality, and aesthetic value of the TWCM's buildings. The Committee is also responsible for helping to establish and explain building maintenance policies and procedures within TWCM. Any matter involving construction, or alterations on any common area should be presented to The Committee before any alteration permit is requested from Rossmoor Property Management (RPM).

The Committee reviews its activities with the Board of Directors of the Mutual, and, when necessary, recommends action on policy matters to the Board for approval. The Board will seek the counsel and advice of the Committee on building matters, as such may arise, and establish policy and procedures for handling common area construction and alteration matters.

RPM has developed a cycle and scheduling of mandated inspections and discretionary maintenance projects such as painting, waterproofing, and paving. The Committee will maintain close liaison with RPM to identify and publish building maintenance schedules to help inform projects' operating and reserve budgets, and the projects' reserve studies.

V1.4 10/15/2025

## THIRD MUTUAL WALNUT CREEK COMMUNICATIONS COMMITTEE CHARTER

### Establishment of Communications Committee

The Third Walnut Creek Mutual (TWCM) Board of Directors established the Communications Committee in 2024.

### Mission Statement

The purpose of the Communications Committee is to provide timely and easily digestible content to Third Mutual residents about matters that affect them.

### Committee Members and Meetings

The Committee is chaired by a TWCM Board member and is composed of TWCM residents with skills in writing, editing, and graphic design.

Committee members are appointed or re-appointed by the TWCM Board of Directors annually.

Meetings are held at the discretion of the Committee chairperson.

### Communication Tools

The Committee's newsletters are sent via email to each TWCM Director for distribution to residents within their respective Districts.

The Committee's newsletters are not published on a set schedule. The TWCM Board suggests relevant newsletter topics.

All communications prepared by the Committee must be approved by the TWCM Board prior to distribution to residents.

### Committee Activities

The Committee serves in an advisory capacity to the TWCM Board.

The Communications Committee chairperson shall provide an oral report on the Committee's activities at the monthly TWCM Board meeting.

The Committee has no budget allocation from the TWCM Board.

### Charter Amendments

Any amendment to this Committee's charter requires a majority vote by the TWCM Board.

August 11, 2015

## THIRD WALNUT CREEK MUTUAL DISPUTE RESOLUTION COMMITTEE

The purpose of the Dispute Resolution Committee is to recruit and train volunteers who will assist in resolving disagreements between residents. The Third Walnut Creek Mutual (TWCM) Board instituted this committee because the Board believes that resolving such disagreements will prevent small disputes from growing and affecting the harmony of neighborhoods.

Volunteers have been trained in Active Listening and Dispute Resolution. They have signed a Confidentiality Agreement which ensures that they will not disclose any information obtained through their service on this Committee. Volunteers have also provided a summary of their previous experience in dispute resolution.

If a Director believes that a situation exists that could be resolved through dispute resolution, he/she will contact the Chair of the Dispute Resolution Committee. The Chair and the requesting Director will review the background summaries provided by the volunteers and select the volunteer believed to have the experience most appropriate for the resolution of the conflict.

The requesting Director will then provide the selected volunteer with background information, any relevant governing documents, and any other assistance required to resolve the situation. While respecting the confidentiality of the parties in dispute, the volunteer will report to the Director if the situation has been resolved or if further effort will resolve the matter.

The Committee Chair will report to the Board on the number of disputes and their general resolution.

January 1, 2025

**Finance Committee Charter**  
**Third Walnut Creek Mutual, Rossmoor Walnut Creek**

The Finance Committee of Third Walnut Creek Mutual (TWCM) is formed to help assure a solid financial foundation and assist Project Directors and Members of the Board of TWCM in the following tasks:

- Review of Operating and Reserve Cash balances and the timing of investment of cash balances.
- Guidance and help in review of cash flow on a short- and long-term basis.
- Budget review and analysis on a regular basis and help during the budget process each year.
- Guidance and help in reviewing monthly financial statements to include work orders and other ongoing costs.
- Help with coupon collection process and owner payables.
- Review of Reserve Study and evaluation of timing and financial impact of such report. Help with determining reserves are appropriately funded.

All such tasks and guidance are used at the discretion of each project Director with guidance from the Treasurer.

Committee members will hold financial information in strict confidence and will be approved by the Treasurer based on their professional experience and knowledge of financial issues.

THIRD MUTUAL WALNUT CREEK  
GOVERNING DOCUMENTS COMMITTEE

The mission of the Governing Documents Committee of the Third Mutual Walnut Creek (TWCM) is to assist the board in reviewing the governing documents of the TWCM which include: Conditions, Covenants and Restrictions (CC&Rs), Bylaws, and Policies, and any appendices thereto. Responsibilities include:

1. Review proposed changes to any governing document that may be recommended by the Board or Committee of the board.
2. Determine whether any such proposed changes are in compliance with state law and consistent with applicable architectural standards.
3. Determine whether any such proposed changes to the Bylaws or Policies are consistent with the CC&Rs.
4. Determine the need for legal review of any proposed changes.
5. Track the process of adoption of any proposed changes by the board and, as appropriate, the membership of the TWCM.

January 1, 2024