

THIRD WALNUT CREEK MUTUAL  
REGULAR SESSION MEETING MINUTES OF THE BOARD  
MONDAY, FEBRUARY 8, 2021 AT 10:00AM  
ZOOM VIDEO AND CONFERENCE CALL MEETING

**Call to Order**

President Rothman called the Regular Meeting of the Board of Directors of Third Walnut Creek Mutual (TWCM) to order at 10:01 a.m.

**Roll Call**

**Directors Present:**

Arlyss Rothman, President Dist. IX, (2022)	
Chuck Decker, VP Dist. X, (2021)	Nan Warren, Director Dist. XIV, (2022)
Matt Kaplan, Treasurer Dist. V, (2022)	Walt Braun, Director Dist. XIII, (2023)
John Swearingen, Secretary Dist. VII, (2021)	Donna Landeros, Director Dist. VIII, (2023)
Gery Yearout, Director Dist. XI, (2021)	James McFarland, Director Dist. III, (2021)
Vacant, Director Dist. XV (2022)	Tom Lauck, Director Dist. IV, (2023)

**Also Present:** Mutual Operations staff was represented by Clayton Clark, Building Maintenance Manager; Paul Donner, Mutual Operations Director; Kelly Maki, Board Services Coordinator; Rick Chakoff, Chief Financial Officer; and Tess Haskett, Assistant Controller

**Members' Forum**

Residents were afforded the opportunity to express their general concerns and make comments. Comments were made regarding the Finance Committee and their next scheduled committee meeting.

**Approval of Meeting Minutes**

President Rothman asked for any corrections and/or additions to the following sets minutes:

- a) Regular Board Meeting Minutes .....January 11, 2021
- b) Executive Session Meeting Minutes .....January 11, 2021

A motion was made to approve the above minutes.

**Moved, Seconded, Carried 10-0**

**President's Report**

President Rothman reported on the latest President's forum. Topics included: feral pigs; status of COVID vaccine clinics; and microgrids.

**Secretary's Report**

Secretary Swearingen had no report to give this month.

**Treasurer's Report**

The Treasurer's Report will be presented at the next Board Meeting. Year-end reporting is slower than the other months, and the December 2020 financial reports have not been issued yet.

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**Building and Maintenance Committee**

Nan Warren gave the following report:

The Building Maintenance committee met on Thursday 4 February. We completed work on comparing the Architectural Standards for Third Mutual to make sure they were synched with the new CC&R's. Tom Lauck, who was in charge of this project, will do the cleanup of the document and then it will be presented to the full board at the next meeting. We also discussed the Matrix, which is a short reference table of owner responsibilities and Project responsibilities. We made some changes in the document but need to regroup to make sure we have everything covered. We will finish up with this document next month. Board members are invited to bring to the committee's attention any building maintenance items they would like us to discuss.

**Landscape Committee**

Walt Braun gave a report on the landscape committee meeting held on February 1, 2021:

Attendees:

Staff	Representatives Present	
Rebecca Pollon	Walt Braun	Marie Kahn
Steve Ormond	Teddi Swanson	Bruce Anderson
Cassidy Lundin	Barbara Sedgwick	Anne Winter
Kevin Jackson	Sharon Birdsall	Joanie Engldah
	Marilyn Mason	Nan Warren
	Carol Dull	James McFarland

1. Staff and Representatives introduced each other
2. Reps were asked to comment on relevant projects:
  - a. Juniper removal going on in several projects. 50-50 sharing money is available from Diablo Fire Safety Council. MOD can assist with paperwork, but Director need to take the initiative. Photos before, during and after need to accompany the application.
  - b. Discussed a tree planting plan aimed at "filling in" locations where existing trees are in decline and may be lost in the next 5-10 years. Monterey pines are a particular concern.
  - c. Discussed the need to be attentive to areas where our slopes may be subject to erosion or even worse subject to "slippage".
  - d. It was pointed out that new ground cover and / or shrubs may be attractive to young deer. MOD sprays with "Liquid Fence" to dissuade deer but rains may wash off the repellent. The repellent is available in hardware stores.
  - e. Schedules from Steve Ormond and Terra are attached for reference
3. Staff comments solicited, summary of responses:
  - a. Steve Ormond will not be in Office until Feb 9 but is responding to emails

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- b. Kevin Jackson noted that routine requests for service are included in the contract and may be requested – by Representatives- via email to: [KJackson@Terra.com](mailto:KJackson@Terra.com). Kevin maintains an office onsite.  
Maintenance work will focus on Oleander and Juniper pruning in Feb; pre emergent weed killer on lawns; mowing as needed and clean up of roadways and sidewalks
- c. Cassidy Lundin indicated that Terra has a landscape planning department available to provide planning guidance and will prepare plans at an hourly rate.
- d. Steve Ormond reiterated that the most efficient way to request landscape service is through the help desk: [workorder@rossmoor.com](mailto:workorder@rossmoor.com).
- e. Rebecca Pollon indicated that a revised planting guide for shrubs, ground covers and trees is now available. It is on the Rossmoor website and a file will be attached to this report.

4. Next Zoom meeting will be held on Monday, Aril 5 at 3PM

**Governing Documents Committee**

The committee had no report to give this month.

**Alteration Permit Application Review**

Jim McFarland had no report to give this month.

**Communication Committee**

John Swearingen had no report to give this month.

**Emergency Preparedness Committee**

Alyss Rothman had no report to give this month.

**Dispute Resolution Committee:**

Nan Warren had no report to give this month.

**Old Business**

- a. **Status of Project 23:** The Board reported that a town hall meeting was held for all P23 owners on February 5, 2021. Only 9-10 owners attended out of 39. The Board presented 2 goals to the membership of P23: establish a leadership group for P23 to communicate directly with the Board and establish where to go from here. David Cohen volunteered to get a leadership group together and another meeting with the Board will be scheduled.
- b. **Termination of Establishing Agreements by HGCT:** A motion was made to approve HGCT and Melissa Ward to work with the GRF Board on behalf of Third Mutual for terminating the outdated establishing agreements.  
**Moved, Seconded, Carried 10-0**

**New Business**

- a. **Presentation by Adrian Byram on Solar:** The Board heard a presentation by Adrian Byram on Solar Microgrids.

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- b. Motion to approve borrowing of reserves and extend borrowing:** A motion was made to approve the following amounts from each projects reserve fund to pay for the 2021 insurance premium and extend any borrowing as indicated until the end of 2021:

	<b>RECOMMENDED AMOUNT TO BE BORROWED</b>		<b>AMOUNTS TO EXTEND PAYMENTS</b>
TWCM - P23	10,000		15,000
TWCM - P26	25,000		N/A
TWCM - P34	20,000		10,000
TWCM - P35	30,000		N/A
TWCM - P37	30,000		25,000
TWCM - P38	40,000		25,000
TWCM - P40	65,000		90,000
TWCM - P41	15,000		300,000
TWCM - P42	10,000		35,000
TWCM - P50	35,000		15,000
TWCM - P51B	5,000		80,000
TWCM - P53	5,000		35,000

**Moved, Seconded, Carried 10-0**

- c. Backup Power Policy 96.0.0 Draft:** A motion was made to approve the proposed draft of new policy 96.0.0 regarding Backup Power for distribution to the membership for the mandated comment period prior to adoption by the Board.

**Moved, Seconded, Carried 10-0**

- d. Approval of Updated GRF Management Contract:** A motion was made to move this item to executive session for further discussion.

**Moved, Seconded, Carried 10-0**

**Adjournment to Executive Session**

There being no further business, the Regular Meeting of the Board was adjourned at 11:07 am and the Board moved into executive session.

**Executive Session Summary**

The Board met in Executive Session to meet with an owner at their request, discuss legal matters and discuss contracts.

**Secretary's Certificate**

I hereby certify that the foregoing is a true and correct copy of the minutes of the Board of Director's meeting.

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**Assistant Secretary**  
Third Walnut Creek Mutual