

THIRD WALNUT CREEK MUTUAL
BOARD MEETING MINUTES OF THE BOARD
MONDAY, JANUARY 10, 2022, AT 9:00AM
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 9:00 a.m.

Roll Call

Directors Present:

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| Arlyss Rothman, President Dist. IX, (2022) | |
| Matt Kaplan, Treasurer Dist. V, (2022) | Nan Warren, VP Dist. XIV, (2022) |
| John Swearingen, Secretary Dist. VII, (2024) | Milford Waldroup, Director Dist. XIII, (2023) |
| James McFarland, Director Dist. III, (2024) | Steve Park, Director Dist. XV (2022) |
| Martin Schwager, Director Dist. X, (2024) | Tom Lauck, Director Dist. IV, (2023) |

Also Present: Mutual Operations staff was represented by Paul Donner, Director of Mutual Operations; Joel Lesser, Chief of Finance; Clayton Clark, Building Maintenance Manager; and Lucy Limon, Board Services Coordinator

Members' Forum

Members were afforded the opportunity to express their general concerns and make comments. Topics discussed included policy and bylaw revisions.

Approval of Meeting Minutes

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

- a) Regular Board Meeting MinutesDecember 13, 2021
- b) Executive Board Meeting MinutesDecember 13, 2021

The approval of the Regular Board Meeting Minutes was tabled until the next meeting in February.

A motion was made to approve the Executive Meeting Minutes of December 13, 2022.

Moved, Seconded, Carried 8-1 (Lauck Abstained)

Managers' Report

Paul Donner reported on the GRF shutdown. He advised that all administration buildings will be closed until January 31, 2022. The GRF Board will meet again on January 27, 2022, to revisit this issue.

President's Report

President Rothman reported that all the evacuation signs have been installed. The only agencies that are allowed to call for an evacuation are city authorities. MOD has hired more accounting personnel and are working on bringing the new staff up to speed.

THIRD WALNUT CREEK MUTUAL
BOARD MEETING MINUTES OF THE BOARD
MONDAY, JANUARY 10, 2022, AT 9:00AM
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Secretary's Report

John Swearingen reported that articles in the Rossmoor news were a week behind because of the holidays. All articles should be up to date now.

Treasurer's Report

Matt Kaplan gave the following report:

This following information is based on the TWCM financial report for November 2021.

The November 30, 2021, TWCM cash account balance was \$18,618.

There were no TWCM payments in November.

TWCM Owner Billables (amounts owed by owners to their project) as of November 30, 2021, was \$207,291, about \$12,000 less than the prior month.

TWCM Assessments (Coupon) owed as of September 30, 2021, was \$166,706, about \$20,000 higher than the prior month. Please note that one Project has an outstanding balance of about \$76,000.

- a. Motion that the Mutual Funds Report has been reviewed by the Treasurer and a summary provided to all Directors:
Moved, Seconded, Carried 9-0
- b. Motion that all Directors have reviewed their Project Specific Financials through November 30, 2021:
Moved, Seconded, Carried 9-0

Building and Maintenance Committee

Tom Lauck provided the following report:

The Third Walnut Creek Mutual Building Maintenance Committee discussed the following items at the meeting:

1. Status of outstanding items from prior Committee meeting.

- a. Review of Maintenance Policy 64.0.0 POWER SOURCES and impact of AB-684 Electric Vehicle Charging. Tom Lauck reviewed the existing Policy 64.0.0 and did not find any provisions in conflict with AB-684. AB-684 was vetoed by the Governor. The Department of Housing and Community Development was to propose a building standard to increase the availability of EV charging infrastructure. It does not appear that this standard has been developed and adopted. When it is we may need to review our policy with respect

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BOARD MEETING MINUTES OF THE BOARD
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to this new standard.

- b. Revision of Alteration Standards on Rossmoor website – to be coordinated with MOD Alterations department.
- c. Clayton Clark Maintenance Issues
Currently focused on ongoing development of balcony reports, pest control, gutter guards, and buried condensate line issues.
- d. Data collection from Home Inspection Reports. Committee will proceed with collecting this information through the MOD Alterations and Resales department.
- e. TWCM Survey of Structural Integrity and Seismic Performance of Occupied Buildings.
Plans for each of the 20 projects in TWCM were reviewed to look for common building types for the initial review process. Clayton will review the building grouping and provide additional input to guide selection for the building types to be reviewed in the initial study.

2. Solar Issues

The following issues were discussed with respect to solar installations and will require input from building maintenance:

- a. Solar installations need to be coordinated with roof replacement schedules.
- b. Solar installation roof anchorages need to be coordinated with roofing materials so that roofing warranties are maintained.

Clayton Clark gave the following report:

For the month of January 2022

Project 23

- ❖ Obtained bid on SB 326 inspections from FWC. Discussed additional venting of rear decks to provide better access for inspections and better venting of decks. No action to report
- ❖ Owners group wants decks on 1129 AS inspected. Woodpeckers are causing most of the damage. **MOD bid submitted.**
- ❖ Opened up deck at 1129 AS to determine siding decay and found framing damage and trying to determine repair options. **Work approved waiting on weather and lift to complete work.**
- ❖ Rear balcony concrete deck issues at 1109 AS. **Waiting approval.**

THIRD WALNUT CREEK MUTUAL
BOARD MEETING MINUTES OF THE BOARD
MONDAY, JANUARY 10, 2022, AT 9:00AM
ZOOM VIDEO AND CONFERENCE CALL MEETING

Project 26

- ❖ Deck coating progressing as weather permits.
- ❖ Waiting on good weather to complete painting 2021.
- ❖ Condensate lines corrected for rehab 2021 by All Bay HVAC.
- ❖ Stairs leading to pool being replaced due to roots.
- ❖ Fiala providing costs for tile pop outs on 1501 pt, as well as flat roof between building and carports as owners are concerned of puddling of roof.

Project 27

- ❖ Pricing swale repairs behind 2316 Ptarmigan. Reviewing two options: repair damaged section or repair entire section as tree heaving other section. **Work order approved for Fleece and waiting on good weather.**
- ❖ **Electrical panel replacement:**
 - Getting bids on concerned panels in Entry 13 Pt.
 - Working on schedule to inspect panels in Entry 10 Pt.

Project 31

- ❖ Resolving woodpeckers at 2601 Pt pecking wood shingles. **Waiting on whether to setup scaffolding, and MOD crew availability.**
- ❖ Paving work being scheduled for tree root issues.

Project 32

- ❖ Reviewing leaf guards for underground drains to minimize plugging. Several locations noted as plugged by gutter cleaners at 2520 and 2528 Pt.

Project 33

- ❖ Pricing out metal gates due to trash company abuse. **No action to report.**
- ❖ **Entry sign installation complete for different orientation.**

Project 34

- ❖ **Follow up painting remains when weather conditions improve.**

Project 35

- ❖ Reviewing paving issue at 3100 TGR due to nearby redwood tree.
- ❖ Termite inspections underway at entry 2 TGR for 5 yr program.
- ❖ **3118 TGR electrical wiring issue under review.**

Project 36

- ❖ 2185 CC: Working on concrete price with unapproved tile alteration. **Agreed to protect concrete expansion joint and patch in concrete. Tile replacement will not be done.**
- ❖ **SB 326 inspections will be planned next year.**
- ❖ **Trees need removal at 2065 CC to support storm drain line replacement due to root intrusion.**

THIRD WALNUT CREEK MUTUAL
BOARD MEETING MINUTES OF THE BOARD
MONDAY, JANUARY 10, 2022, AT 9:00AM
ZOOM VIDEO AND CONFERENCE CALL MEETING

Project 37

- ❖ **ACE is performing carpentry rehab in Entry 3 CC as weather permits. Deck coating and painting will follow.**
- ❖ **Termite inspections will be done on Entry 4 CC for 2022 rehab.**
- ❖ **5 Star and landscaping are working on drain line between E2 and E4 CC.**

Project 38

- ❖ **Starting rehab in Entry 6 Tcal.**

Project 42

- ❖ **622 TCal may have building settlement concerns as doors are having trouble closing. Soil engineer is backed up and will not be available until Spring.**

Project 44

- ❖ **Starting 2022 termite inspections for scheduling.**

Project 45

- ❖ **GRF truck hit 3377 RP and working on repair quote as engineering plans have been received. Carpentry work completed and waiting on door (4-month lead time).**
- ❖ **3276 RP-reviewing drainage on opposite side of releveling. ESR visited site and provided a bid for drainage. Looking into other turnkey contractors who can do this work as well.**
- ❖ **3298 RP drainage flood resolved with landscaping and Isaac support. Restoration underway.**

Project 49

- ❖ **Moved elevator maintenance to reserves for 2022. Elevator at 1766 SD down during holidays as part need to be ordered and shipping delays encountered.**
- ❖ **Confirming termite inspections for 1766 SD and 1614 SD for work in 2022.**

Project 51

- ❖ **Plugged drains at 4139 TGR, being scheduled to be cleared. Nearby tree roots are the issue.**

Project 53

- ❖ **Investigating options to developer installed hard-wired detectors. No action to report.**
- ❖ **Due to roof leaks, recommend 4332 and 4320 TGR for roof replacement in 2022.**

Project 54

- ❖ **Waiting on entry sign delivery for entry 5A. Small job but complex for sign manufacturer.**

THIRD WALNUT CREEK MUTUAL
BOARD MEETING MINUTES OF THE BOARD
MONDAY, JANUARY 10, 2022, AT 9:00AM
ZOOM VIDEO AND CONFERENCE CALL MEETING

- ❖ **Termite inspections for Entry 6 under 5yr maintenance program.**

Project 64

- ❖ Reviewing bid for gutter guards.

General:

1. Discussion of lower enclosure decks with vinyl roofs on above balconies.
2. Trying to hire an additional MOD carpenter. **No luck so far but have a good temporary employee to assist with vacations during holiday period.**
3. **Investigating the purchase of a garage door to use while waiting months for new garage door, and shared expense to those garage door projects.**
4. **Initial schedule created for MOD carpentry rehabs, with others being done by contractor.**

Landscape Committee

Milford Waldroup reported on the zoom meeting he and the landscape reps had with Rebecca Pollon. Rebecca cleared up all questions the committee had regarding the water usage verbiage of the proposed standardized landscape policy. The committee to schedule another meeting to plan for the work that needs immediate action. Milford reminded reps to report if there are any resignations/additions.

Governing Documents Committee

Steve Park reported on the amendments previously presented to the Board. Park mentioned that the committee will revise their report and submit the updated language to the Board at the next meeting. Also mentioned, the committee will be in contact with Fong for his legal advice.

Alteration Permit Application Review

No report was given.

Communication Committee

No report was given.

Emergency Preparedness Committee

President Rothman reported that the Rossmoor EPO will hold a meeting on insurance. A recording of the meeting will also be posted on their website.

Dispute Resolution Committee:

No report was given.

Solar Committee:

Nan Warren presented the following report:

THIRD WALNUT CREEK MUTUAL
BOARD MEETING MINUTES OF THE BOARD
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YES will be performing site surveys of electrical setup for all their customers during this week Jan 4-6. Their techs will be on-site peering into outside utility panels.

We are awaiting the final decision of the CPUC on Jan 27. Expect that work will then proceed apace on getting installations made. This will require MOD approval for about 100 installations. The solar committee will help organize this so that the process is as smooth as possible - hopefully finding a way to do a bulk submission so MOD doesn't have to sort through each submission separately

Trash Committee – AD HOC

The Board made a motion to appoint John Murphy as the chairperson of the committee.

Moved Seconded, Carried 9-0

Old Business

Policy 61 Revision Mailing: Mailing of the updated policies to TWCM residents has been paused due to further revisions that need to be made.

P53 Disengagement Update: A townhall meeting was to be held on January 26, 2022, due to the GRF shutdown this townhall will need to be cancelled and rescheduled. Completion of disengagement will be a few months later than originally planned. Barbara Mintz, disengagement representative, presented to the Board the P53 disengagement agreement, which TWCM Board approved.

P23 Update: No update.

New Business:

Change of Officer – Treasurer: President Rothman reminded the Board that due to the possible disengagement of P53 the Board will be without a Treasurer. Directors should consider stepping into this role.

Announcements

The next Regular Board Meeting will be held on Monday, February 14th, 2022, at 9am via zoom.

Adjournment to Executive Session

There being no further business, the Regular Meeting of the Board was adjourned at 10:10 am and the Board moved into executive session.

Executive Session Summary

The Board met in executive session from 10:18 am to 11:06 am to discuss member matters and insurance claims.

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MONDAY, JANUARY 10, 2022, AT 9:00AM
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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.

Lucy Limon

Assistant Secretary

Third Walnut Creek Mutual