

THIRD WALNUT CREEK MUTUAL
SPECIAL MEETING MINUTES OF THE BOARD
MONDAY, JULY 12, 2021, AT 10:00AM
ZOOM VIDEO AND CONFERENCE CALL MEETING

Call to Order

President Rothman called the Special Meeting of the Board of Directors of Third Walnut Creek Mutual (TWCM) to order at 10:00 a.m.

Roll Call

Directors Present:

Arlyss Rothman, President Dist. IX, (2022)	
Matt Kaplan, Treasurer Dist. V, (2022)	Steve Park, Director Dist. XV (2022)
Nan Warren, Director Dist. XIV, (2022)	James McFarland, Director Dist. III, (2021)
Tom Lauck, Director Dist. IV, (2023)	

Also Present: Mutual Operations staff was represented by Paul Donner, Director of Mutual Operations; Joel Lesser, CFO and Christine Conti, Board Services Coordinator.

Members' Forum

Members were afforded the opportunity to express their general concerns and make comments. Topics discussed included: ZOOM meetings and higher resident attendance, Notice of Meetings.

Approval of Meeting Minutes

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

- a) Regular Board Meeting MinutesJune 2, 2021
- b) Executive Session Meeting MinutesJune 2, 2021

A motion was made to approve the above minutes.

Moved, Seconded, Carried 6-0

President's Report

President Rothman reported on the latest President's forum. The Presidents met to discuss the proposed GRF Management Agreement and costs for terminating the Establishing Agreements.

Secretary's Report

None

Treasurer's Report

Treasurer Report: July 12, 2021

Treasurer Report: July 12, 2021. This includes information for both April 2021 and May 2021. This following information is based on the TWCM financial report for April 2021. The April 30, 2021. TWCM cash account balance was \$31,672. TWCM payments in April were \$46,653, allocated as specified to the projects. Republic Services trash pick-up was \$23,481. Legal

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services were \$3,807, with \$3,527 to Hughes, Gill and \$280 to Fong & Fong. Trash Enclosure cleaning to Commercial Support services was \$2,687. Trash Recycling to GRF was \$12,338 (2 payments). Fire Inspection to Contra Costa Fire was \$4,340. The \$3,527 paid to Hughes, Gill, included a payment of \$2,124.80 for a 11/30/2020 invoice. This payment appears to be a duplicate payment, already paid in December 2020. MOD Finance has been notified. TWCM Owner Billables (amounts owed by owners to their project) as of April 30, 2021 was \$224,331. The true amount is probably lower because it contains data from the Projects that have left TWCM (I have requested that this data be permanently removed). TWCM Assessments (Coupon) owed as of April, 2021 was \$123,934, slightly less than the prior month. This following information is based on the TWCM financial report for May 2021. The May 31, 2021 TWCM cash account balance was \$16,713. TWCM payments in May were \$49,725 allocated as specified to the projects. Republic Services trash pick-up was \$24,339. Trash Enclosure cleaning to Commercial Support services was \$2,687. Trash Recycling to GRF was \$5,448. Reimbursements back to the Projects for previous double billing was \$17,216. A \$35 filing fee was paid to the Secretary of State. TWCM Owner Billables (amounts owed by owners to their project) as of May 31, 2021 was \$211,522. Next month we should have a "clean" amount representing the current TWCM projects. TWCM Assessments (Coupon) owed as of May, 2021 was \$137,364 more than \$13,000 larger than the prior month

- a. **Motion that the Mutual Funds Report has been reviewed by the Treasurer and a summary provided to all Directors:** The motion was made for the June 30, 2021 Mutual Funds Report
Moved, Seconded Carried 6-0
- b. **Motion that all Directors have reviewed their Project Specific Financials:** The motion was made for all Project Specific Financial Reports ending on June 30, 2021.
Moved, Seconded Carried 6-0

Building and Maintenance Committee

Tom Lauck gave the following report on the last committee meeting:

Third Walnut Creek Mutual Building Maintenance Committee July 1, 2021

The meeting of Third Walnut Creek Mutual Building Maintenance Committee discussed approval of committee members by the Board. Current volunteers Chuck Decker, Nan Warren, Roxanne Stallings, and Dale Harrington have volunteered to serve on the committee for the next 12 months. The committee is interested in expanding the number of volunteers and requests that a call for volunteers be placed in the Rossmoor News. Specific experience is not required but it was felt the addition of a volunteer with some electrical engineering experience would be most beneficial to the Building Maintenance Committee and Solar Committee. The committee would also be interested in adding additional Third Walnut Creek Mutual directors.

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The committee also discussed tasks and issues to address in the next 12 months. These include:

- Review of Maintenance Policies, and in particular a review Policy 64.0.0 POWER SOURCES, regarding charging of electric vehicles in garages and carports.
- Identification of infrastructure problems, with particular interest in electrical panel issues, including inspection and replacement. Electrical panels manufactured by Zinser are of particular concern. Third Walnut Creek Mutual does not have any of these panels, although some of the older mutuals have these panels which are known to have problems and should be replaced.
- water leaks, and common owner-billable maintenance issues. Water heater inspections and replacements were also discussed.

Clayton Clark discussed with the committee sewer issues with respect to sewer cleaning and video inspections, and window leaks at contractor-installed residential alteration windows, and inspection of installation of flashing both at windows and sliding doors exposed to weather. Clayton also discussed installation of leaf guard systems for roof gutters, which appear to provide real maintenance cost savings when installed at frequently problematic gutter locations but does not have specific metrics for costs and savings.

The committee received an update from the Solar Committee member, Nan Warren, following the Rossmoor Solar Initiative Town Hall, held on June 30th. See separate Solar Committee report for their updates.

Landscape Committee

None

Governing Documents Committee

None

Alteration Permit Application Review

None.

Communication Committee

None

Emergency Preparedness Committee

Arylss Rothman reported that the committee is staying busy by working directly with Rossmoor EPO.

Dispute Resolution Committee:

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Nan Warren reported that the committee is having some success, but the details are to remain confidential.

Solar Committee:

Nan Warren reported that the the solar committee had a brief meeting to review the first portion of the feasibility study which indicated that there were no gross anomalies which would prevent us from going forward. More information will be forthcoming. The committee formulated questions which will be discussed at a meeting next week.

Adjournment to Executive Session

There being no further business, the Special Meeting of the Board was adjourned at 11:49 am and the Board moved into executive session.

Executive Session Summary

The Board met in executive session to discuss a contract.

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.



Assistant Secretary

Third Walnut Creek Mutual