

THIRD WALNUT CREEK MUTUAL
BOARD MEETING MINUTES OF THE BOARD
MONDAY, NOVEMBER 8, 2021, 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:

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)
Tom Lauck, Director Dist. IV, (2023)	Steve Park, Director Dist. XV (2022)
James McFarland, Director Dist. III, (2024)	Martin Schwager, Director Dist. X, (2024)

Also Present: Mutual Operations staff was represented by Paul Donner, Director of Mutual Operations; Joel Lesser, Chief of Finance; Clayton Clark, Building Maintenance Manager; Rebecca Pollon, Landscape 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: general notices.

Approval of Meeting Minutes

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

- a) Regular Board Meeting MinutesOctober 11, 2021
- b) Executive Board Meeting MinutesOctober 11, 2021
- c) Budget Meeting MinutesOctober 27, 2021

A motion was made to approve the above sets of minutes

Moved, Seconded, Carried 9-0

President's Report

No report was given.

Secretary's Report

John Swearingen reported that the news will not run more than one article at a time for any Mutual.

Treasurer's Report

No report was given.

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- a. **Motion that the Mutual Funds Report has been reviewed by the Treasurer and a summary provided to all Directors:** No motion was made.
- b. **Motion that all Directors have reviewed their Project Specific Financials:** No motion was made.

Building and Maintenance Committee

No report was given.

Clayton Clark gave the following report:

For the month of November 2021

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.
- ❖ Owners group wants decks on 1129 AS inspected. Woodpeckers are causing most of the damage. **No action to report.**
- ❖ Reviewing LED light program. No action to report
- ❖ Discussion of tile replacement as some are Mutuals and others are residents through alterations. **Fleece issued work order and had meeting on areas.**
- ❖ Rear balcony concrete deck issues at 1125 AS and 1109 AS. **Work order authorized for 1125 AS with AMAC.**

Project 26

- ❖ **Deck coating progressing as weather permits.**
- ❖ **Leak at 1621 Pt during heavy rains.**
- ❖ **Plugged drain at 1555 Pt cleared and accessing inside damage.**

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.**
- ❖ **Electrical panel replacement:**
 - **Work order issued to KR Electric to inspect panels in Entry 13 Ptarmigan, scheduling Dec 5 and 7th.**
- ❖ **Entry 13 Pt 2021 rehab:**
 - **Painting by ACE underway as early weather permits.**
- ❖ Trash bin fencing work nearly complete.
- ❖ Drain on Entry 10 Pt snaked during the huge storm, but drainage in 4-plex buildings performed well due to earlier improvements.
- ❖ **Signage at 1904 pt under review to assist package delivery. No action to report.**

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Project 31

- ❖ **Resolving woodpeckers at 2601 Pt pecking wood shingles.**
- ❖ **Paving work being scheduled for tree root issues.**

Project 32

- ❖ Looking into retrofitting downspout-drainage with leaf orifice to avoid subdrain clogging issue.
- ❖ Resolving fallen stucco soffit corrective action at 2508 Saklan. **No action to report.**
- ❖ Increasing parking in entry under discussion as landscaping will need to be removed to facilitate. **No action to report.**
- ❖ **Investigating gutter guards.**

Project 33

- ❖ Pricing out metal gates due to trash company abuse. **No action to report.**
- ❖ **Working on entry address sign and orientation.**

Project 34

- ❖ **Seal coat paving punch list will be completed by Silicon Valley, next year**

Project 35

- ❖ Reviewing paving issue at 3100 TGR due to nearby redwood tree.
- ❖ Resolving two issues at 3109 TGR. **No action to report**
- ❖ **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.**
- ❖ **Review of drainage at 2115 CC, and Entry 2 CC drain.**

Project 37

- ❖ **Pricing out contractor to do rehab in Entry 3 CC for consideration as MOD carpenters are behind schedule.**

Project 38

- ❖ **Leak at 839 Tcal inside wall of bathroom vent caused by old screw. MOD working on completions as asbestos is involved.**
- ❖ **Leak at 945 Tcal during recent storm.**

Project 42

- ❖ **622 TCal may have building settlement concerns as doors are having trouble closing.**

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Project 44

- ❖ **French drain construction completed at 3024 RP.**
- ❖ **Sewer leak discovered and will be repaired at 3024 RP.**
- ❖ **Reviewing sunken paving in front of 3042 RP. Silicon Valley Paving will be doing this month.**
- ❖ **Leak at 3032 RP alteration under review. Leaked in 2017**

Project 45

- ❖ 3377 RP rehab painting should be completed this month.
- ❖ GRF truck hit 3377 RP and working on repair quote as engineering plans have been received. **Resolving with GRF insurance.**
- ❖ Resolving resident billable item at 3386 RP. Mutual's asbestos construction is an issue on complete payment of the claim. **No action to report.**
- ❖ **3276 RP-reviewing drainage on opposite side of releveling.**

Project 49

- ❖ Waiting on garage door delivery for 1780 SD.
- ❖ Moved elevator maintenance to reserves for 2022.
- ❖ Confirming termite inspections for 1766 SD for work in 2022.
- ❖ 1614 SD Trellis: Was removed several years ago but resident wants back. **No action to report.**
- ❖ **Will add 1614 SD deck coating and painting to rehab 2022**

Project 51

- ❖ **Investigating plywood floor issue at 4521 TGR.**

Project 53

- ❖ Investigating options to developer installed hard-wired detectors. **No action to report.**
- ❖ **4348 TGR: resolving corrective action from resale at front deck.**
- ❖ **Erosion issue at 4372 TGR.**

Project 54

- ❖ **Working on sign repair in entry 5A. No action to report.**
- ❖ **Waiting on garage door replacements in Entry 6 SD.**

Project 64

- ❖ P64 insulation on outdoor plumbing completed. Waiting on supply valve work to complete the insulation. **No action to report.**
- ❖ Reviewing bid for gutter guards.

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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.**

Landscape Committee

Milford reported the committee has not met. Milford has organized a list of all landscape reps. Waldroup emphasized that the main concern of the committee is the juniper removal, they are working with Rebecca Pollon on this.

Governing Documents Committee

- Last month the Committee forwarded a revision to the Bylaws to address changes in the number of Directors for Board discussion.
- This month the Committee is recommending a change to the TWCM Account. The Committee recommends the following:
- Zero out the existing deposits by returning the funds back to the Projects/Mutuals, so there will no longer be \$10 per unit on deposit.
Moved, Seconded, Carried 9-0
- Funds for shared invoices will be deposited into the TWCM Account from each project to cover their share of the expenditures prior to payment of the shared invoice. This could happen at least each month, or more frequently if needed.
- This will leave no unallocated funds in the TWCM Account.
- Next month the Committee will be discussing Policy 45 and SB 908, relating to delinquent accounts.

The Board reviewed the updated Policy 61 (Exhibit A attached at the end). After much input the Board made a motion to approve the updated policy, with an amendment to section 61.1.5. The policy update will be mailed to TWCM residents for a 28-comment period.

Moved, Seconded, Carried 9-0.

Alteration Permit Application Review

None.

Communication Committee

None

Emergency Preparedness Committee

Alyss reported that EPO and Cert will do another joint presentation. Presentation will be on the EPO website.

Dispute Resolution Committee:

No report.

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Solar Committee:

Nan Warren reported the committee is to get bids from solar installers.

New Business:

Discussion/Approval of Standardized Mutual Landscape Policy:

TWCM Board discussed the Landscape Policy provided by Rebecca Pollon (Exhibit B attached at the end). The Board decided to table this matter to allow more time for review.

Old Business

Solar Feasibility Study:

The study has been completed and the Mutual has been billed.

Updated TWCM Architectural Standards

The Board made a motion to approve the updated front door, screen door and hard surfaced flooring standards (Exhibit C attached at the end).

Moved, Seconded, Carried 9-0

P53 Disengagement

Matt Kaplan reported that P53 is currently working on a disengagement agreement. This agreement is expected to be presented to the Board within the next few months.

P23 Update

A survey went out to all P23 residents. In this survey P23 residents were asked if they would like to adopt TWCM CC&R's or disengage. The deadline for survey return is November 15th, 2021.

Announcements

The next Regular Board Meeting will be held on Monday, December 13th, 2021, at 9am via zoom.

Adjournment to Executive Session

There being no further business, the Regular Meeting of the Board was adjourned at 10:18 am and the Board moved into executive session.

Executive Session Summary

The Board met in executive session from 10:30 am to 11:51 am to discuss hearings, IDR, and contract renewals.

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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Lucy Limon

Assistant Secretary

Third Walnut Creek Mutual