

**THIRD WALNUT CREEK MUTUAL
MEETING OF THE BOARD OF DIRECTORS
MONDAY, JULY 8, 2019 AT 9:00AM
GATEWAY BOARD ROOM
1001 GOLDEN RAIN RD.
WALNUT CREEK, CA 94595**

AGENDA

1. Call to Order..... Ms. Rothman
2. Roll Call Ms. Mattison
 - Arlyss Rothman, President Dist. IX, (2022)
 - Gery Yearout, VP Dist. XI, (2021) James McFarland, Director Dist. III, (2021)
 - Matt Kaplan, Treasurer Distr. V, (2022) Nan Warren, Director Distr. XIV, (2022)
 - Marilyn Mason, Secretary Distr. XV (2022) Chuck Decker, Director Distr. X, (2021)
 - Kay Barthold, Director Distr. XIII, (2020) Vacant, Director Dist. VII, (2021)
 - Vacant, Director Distr. IV, (2020) Vacant, Director Distr. VIII (2020)

1. Appointment to Vacant Director Seat for Distr. VII P51-1 &51-2Ms. Rothman
2. Members' Forum (3 minutes per speaker).....Ms. Mattison
3. Approval of Minutes..... Ms. Rothman
 - a. Regular Meeting May 13, 2019
 - b. Executive Session Meeting May 13, 2019
 - c. Ballot Count Meeting Distr. XV..... June 6, 2019
 - d. Organizational Meeting June 11, 2019
4. President's Report.....Ms. Rothman
5. Secretary's Report.....Ms. Mason
6. Treasurer's Report.....Mr. Kaplan
 - a. Motion that the Mutual funds have been reviewed by the Treasurer and all Directors.
 - b. Motion that all Directors have reviewed their Project Specific Financials.
7. Committee Reports.....Ms. Rothman
 - a. Building Maintenance.....Ms. Barthold
 - I. Appoint Committee Members
 - b. LandscapingMs. Yearout
 - I. Appoint Committee Members
 - c. Governing DocumentsMs. Barthold
 - I. Appoint Committee Members
 - d. Alteration Permit Application Review.....Mr. McFarland
 - I. Appoint Committee Members
 - e. Communication.....Ms. Mason
 - I. Appoint Committee Members
 - f. Emergency Preparedness.....Ms. Rothman
 - I. Appoint Committee Members
8. Old Business
 - a. Code of Conduct and Ethics Draft.....Ms. Rothman
9. New Business
 - a. Discuss Entry Coordinator Training Budget.....Ms. Rothman
 - b. Non-Confidential Board PacketsMs. Rothman
10. Adjournment to Executive Session: if necessary, for legal issues, contracts, disciplinary hearings, personnel issues, delinquencies, or foreclosures.

**THIRD WALNUT CREEK MUTUAL
MEETING OF THE BOARD OF DIRECTORS
MONDAY, JULY 8, 2019 AT 9:00AM
GATEWAY BOARD ROOM
1001 GOLDEN RAIN RD.
WALNUT CREEK, CA 94595**

EXECUTIVE SESSION AGENDA

1. Call to Order.....Ms. Rothman
2. Variance Request Acct# 18405_P51-2.....Ms. Rothman
3. Owner Hearing Acct# 20124_P50Ms. Rothman
4. Status on Legal Issues: ADR UpdateMs. Ward
5. Adjournment.....Ms. Rothman

THIRD WALNUT CREEK MUTUAL

REGULAR SESSION MEETING MINUTES OF THE BOARD
MONDAY, MAY 13, 2019 AT 9:00AM
BOARD ROOM, GATEWAY COMPLEX
1001 GOLDEN RAIN RD., WALNUT CREEK, CA 94595

Call to Order

President Bank 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:

Judy Bank, President XV (2019)	Ron Mucovich, Director District IV (2020)
Gery Yearout, Vice President District XI (2021)	Chuck Decker, Director District X (2021)
Arlyss Rothman, Secretary District IX (2019)	Matt Kaplan, Director District V (2019)
Hillery Trippe, Treasurer District VII (2021)	Kay Barthold, Director District XIII (2020)
James McFarland, Director District III (2021)	

Toby Dicker, Director District VIII (2020) arrived @ 9:14AM

Directors Absent:

Christine Monsen, Director District XIV (2019)

Also Present: Mutual Operations staff was represented by Paul Donner, Director of Mutual Operations; Clayton Clark, Building Maintenance Manager; Kelly Maki, Board Services Coordinator; also present was Melissa Ward Esq. with Hughes Gill Cochrane & Tinetti.

Members' Forum

Residents were afforded the opportunity to express their general concerns and make comments. Topics discussed included: Bylaws.

Approval of Meeting Minutes

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

Executive Session Meeting	March 11, 2019
Regular Meeting	April 8, 2019
Executive Session Meeting	April 8, 2019
Special Meeting	April 24, 2019

The aforementioned meeting minutes were approved as presented.

Moved, Seconded, Carried 9-0

President's Report

President Bank presented the Mutual & Trust Operations Flow Chart to all Directors for discussion.

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Secretary's Report

No report was presented.

Finance Committee Report and Treasurer's Report

Treasurer Trippe gave the following Report:

Included in this month's Board agenda materials is the financial report in its entirety prepared by MOD in its operational management capacity for the Third Walnut Creek Mutual corporation. The adjusted bank balance shown is \$16,088.91. The report shows total payments for the month of March from the General Account in the amount of \$17,745.96. Payments this month included \$5,000 in audit expenses and \$3,200 for legal services to two law firms.

The total amount of delinquent coupon payments is \$36,529.84 of which \$21,75.91 is over 90 days delinquent. The total amount of owner reimbursements owed to Projects is \$112,680.68, of which \$57,922.99 is over 90 days delinquent. Directors should review the list and follow up with MOD accounting with regard to collection efforts on accounts that are significantly delinquent.

At the end of April, the independent audit firm BHLF LLP issued an independent auditor's report on Third Walnut Creek Mutual and each Project. Copies of the auditor's report and financial statements are being mailed this week to all TWCM members.

The auditors concluded that the financial statements presented fairly in all material respects the financial condition of Third Walnut Creek Mutual and were consistent with their previous report issued in April of 2018. The audit report includes the project financial statements as prepared by MOD and reviewed regularly by the Directors representing the individual Projects. Members in each Project are mailed a copy of their Project financials, in addition to the audited TWCM financial statements.

The project financial statements for 2018 from the independent auditors show Project 51, Phase 1 and Phase 2, as a single Project as shown in the 2017 and prior years. Management and the auditors discussed that the Superior Court of Contra Costa County determined that Project 51 accounts should be separated into two sets of accounts representing Phase 1 and 2 of Project 51. Management and the auditors discussed that further review and analysis is required with regard to the separation of the accounts into 51-Phase 1 and 51-Phase 2 to assure consistency with Generally Accepted Accounting Principles applicable to Homeowner's Associations. In order to accomplish this further analysis, management has obtained a proposal for services from Porter and Lasiewicz CPA's.

The purpose of the audit services to be provided by Porter and Lasiewicz will be to specifically review the division of Project 51 accounts that was prepared by Mutual Operations Division and has been utilized for operational management of Phase 1 and Phase 2 of Project 51 during 2018. Project 51 currently maintains separate bank accounts, separate budgets and separate operating statements for Phase 1 and Phase 2 of Project 51. Payments for operating and building reserves expenses for each Phase are made from the separate bank accounts that are designated for that Phase.

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- a. **Motion that the Mutual Funds Report has been reviewed by the Treasurer and all Directors:** The motion was made for the March 31, 2019 Mutual Funds Report and excluded Christine Mosen who was absent today.
Moved, Seconded Carried 10-0
- b. **Motion that all Directors have reviewed their Project Specific Financials:** The motion was made for all Project Specific Financial Reports ending on March 31, 2019 and excluded Christine Mosen of projects 36 and 37 for District XIV.
Moved, Seconded, Carried 10-0
- c. **Resignation of Hillery Tripp as Treasurer:** Hillery Tripp resigned from the officer position of Treasurer of the Mutual. She will be not be resigning from her Director Position until the end of the meetings being held today. A resolution was made by the Board to thank Hillery Tripp for all her hard work as Treasurer of Third Mutual.
Moved, Seconded, Carried 10-0
- d. **Appointment of Matt Kaplan as Treasurer:** A motion was made to appoint Matt Kaplan as the Treasurer of Third Mutual until the next organizational meeting that is scheduled after the annual meeting on June 11.
Moved, Seconded, Carried 10-0

Building and Maintenance Committee

Director Barthold gave the following Building Maintenance Report in Christine Mosen's absence:

Third Walnut Creek Mutual
Building Maintenance Committee
April 26, 2019

This month the only topic of discussion was BBQs.

Background:

In the memory of those present, there has been only one fire related to BBQs here in Rossmoor in 30 years.

Our Insurance Representative said that the underwriters asked if we had developed a BBQ policy, in response to the devastating fire on Rossmoor Parkway. Since the insurance is Rossmoor-wide, it will be important for all Mutuals to develop policies. He could not say if having a policy would reduce our premiums, only that is harder to get insurance these days, and having a policy that reduces our risk would help. He recommended at a minimum that we ban charcoal BBQs.

Other apartment complexes are restricting BBQs, either entirely, or to only gas/propane and electric sources of fuel. They also often limit the size of the fuel canisters, as well as clearances to combustible materials.

Recommended Restrictions, if BBQs are allowed:

The Committee discussed a number of issues, and requests that the Board first decide if they

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want to allow BBQs at all.

If the Board decides they would like to allow BBQs, the Committee has the following suggestions for consideration:

- 1) Restrict the fuel sources to gas/propane and electric.
- 2) Limit the allowable canisters to no more than one pound of fuel. Require residents to disconnect the canister/unplug the BBQ when not in use.
- 3) Require that gas/propane-fueled BBQs not be operated within three feet of combustible material, both horizontally and vertically. This means some residents may not be able to have BBQs, if there is not adequate clearance from combustible material (wooden walls or railings, under an overhang, and structural components beneath the deck surface). We are checking if this restriction should apply to electric grills as well.
- 4) Require that residents not leave the grill unattended at any time while it is in operation (from turning on the fuel source to turning it off and disconnecting it).
- 5) Keep a spray bottle and fire extinguisher near the grill, to address any flare ups.
- 6) Require residents to adhere to the operation/maintenance instructions for their BBQ.
- 7) Project Directors can work with residents to implement communal grilling areas that are open to people in an area/entry.
- 8) If there is an incident, the Board should re-evaluate this policy immediately, and further restrict the use of BBQs.

Landscape Committee

The following landscape report from Steve Ormond was given in the Board Packet:

Lawn Maintenance: Weekly mowing alternating edging front and rear of manor every other week. Fertilize with Sulphur coated urea.

Entry Maintenance: Once a month routine maintenance, ground cover trimming, shrub pruning, weed control. Fertilize all shrubs and ground cover areas FIRE BREAKS AS NEEDED.

If a director has special area they would like trimmed or not, please notify Steve.

Tree Maintenance: Waraner Brothers will be starting tree maintenance in projects 35, 36,37, & 38 June. Please schedule your walkthroughs now.

Landscape Rehabs: Our in-house crew will start projects 27, 31, & 32 for the month of May.

Paul Donner clarified what is covered by the Projects in the landscape line item: pest control, MOD Crew, and Irrigation Specialist. The Terra landscape contract covers maintenance, shrub trimming, and they will provide bids for larger scale items to rehab project landscaping. MOD crew will charge for any plant material.

Governing Documents Committee

Director Bank reported that the committee worked on a BBQ policy to be further discussed later in the agenda. The committee asked the Building Maintenance committee to also discuss a

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BBQ policy. CA Fire Code does ban charcoal in multi-family dwellings with is adopted by county and Contra Costa County has not adopted the CA Fire Code. John Tastor with Arthur Gallagher Insurance Brokers recommends banning charcoal.

Alterations Permit Application Review Committee

No report was presented.

Communication Committee

No report was presented.

Emergency Preparedness Committee

The committee is almost done completing a list of entry coordinators and is deciding on holding a party/training session for this summer. The committee is looking for volunteers. Please contact Arlyss Rothman if you are interested.

New Business

- a. **Update Architectural Standard 1022 for a P32 Variance on Window Frame Color:** It has been proposed to allow the standard window frame color in P32 to be silver/grey instead of Bronze to match the paint color of the exterior buildings in this project. A motion was made to approve this variance and update the Mutual's Standard 1022 as follows:

TWCM Standard

Standard Number: 1022

Subject: Color Selection for Project Window Frames and Sliding Doors
Applicability: X Required Throughout TWCM ___ Recommended
Background: An increasing number of units in TWCM are electing to replace existing windows and sliding glass doors. Architectural standards prescribe the new windows to be "like for like". The objective has been to retain the same "look and feel" that the original architect envisioned. Over the years, practices have varied within the project.
Reference Material: TWCM Architectural Standards TWCM Standard 1010 Replacement Windows and Doors

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Standard:

Project Responsibility:

1. The window frame and sliding glass door standard is now BRONZE, except for Project 55, where the standard is white, and P32, where the standard is silver/grey.
2. Approve Alteration requests that conform to this Standard.

Owner Responsibility:

1. Assure that Contractors incorporate the prescribed color in their bid.
2. Work with the District Director and Alterations Department to assure continuity within the project.

Photo(s): NA

Issue Date: 5/14/2018

Contributor: Maintenance Committee

Next Review Date: + 3 years

Moved, Seconded, Carried 9-1, Director Decker voted No

- b. P49 Garage Variances:** The Board discussed the need for the Project 49 Director to get a variance that will allow small groups of architectural applications for garage door replacements to be reviewed instead of the entire building submitting applications at once. This is for building 1812 Stanley Dollar Drive in Project 49. After much discussion, a motion was made to grant authority of a variance to Alterations Chair Kay Barthold and Director Jim McFarland who will work out the details of information needed in order to allow the alteration applications to be reviewed and approved in small groups.

Moved, Seconded, Carried 10-0

- c. Initial Discussion on BBQ Policy:** It was discussed that the focus of the policy should be on all open flame devices within a certain amount of feet of structure. Also discussed was banning open flame devices on balconies, electric grills, extension cords GFIs, fire extinguishers, sprinkler systems, and that greater risks should be eliminated. Getting a policy approved and in place will not lower insurance costs but will make the Mutual more insurable.

Next Board Meeting

The next Regular Meeting of the Board is scheduled for Monday, July 8, 2019 @ 9 a.m. in the Gateway Board Room.

The Annual Meeting of the Members is scheduled for Tuesday June 11, 2019 @ 9 a.m. in the Fireside Room at Gateway and an Organizational Meeting of the Board will directly follow the annual meeting.

Adjournment

There being no further business, the Regular Meeting of the Board was adjourned at 10:38 a.m. and the Board moved into Executive Session.

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Executive Session Summary

An Executive Session was held immediately following the regular meeting where the Board held a disciplinary hearing, discussed variance requests, reviewed a contract and reported on the status of legal items.

A motion was made to ratify the approval of a contract for a separate audit to be conducted with P51-1 and P51-2 by Porter and Lasiewicz, CPAs in the amount of \$5,750.00

Moved, Seconded, Carried 9-0

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

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BALLOT COUNT MEETING FOR DISTRICT XV DIRECTOR ELECTION
THURSDAY, JUNE 6, 2019 AT 10:00 A.M.
BOARD ROOM - GATEWAY
1001 GOLDEN RAIN ROAD, WALNUT CREEK, CA 94595

Call to Order

The meeting was called to order at 10:00 a.m.

Tabulation of Ballots for District XV Director Election

A secret ballot in the matter of a Director Election was mailed on May 1, 2019 for a vote of the membership in District XV (Projects 27, 31 & 32). Ballots were opened during an Open Ballot Count Meeting on Thursday, June 6, 2019 at 10:00 a.m. in the Gateway Board Room (1001 Golden Rain Rd., Walnut Creek, CA 94595)

The following is a report prepared by the Inspector of Elections:

TOTAL BALLOTS RECEIVED: 102

TOTAL INVALID BALLOTS: 2

TOTAL VALID BALLOTS: 100

EACH DIRECTOR RECEIVED THE FOLLOWING NUMBER OF VOTES:

JUDY BANK: 45

MARILYN MASON: 55

THE QUORUM REQUIREMENT ON THE DIRECTOR ELECTION IS 20% OF THE MEMBERSHIP OF DISTRICT XV (PROJECTS 27, 31, AND 32) OR 23 BALLOTS (OUT OF 114 UNITS). A SIMPLE MAJORITY OF THE TOTAL RETURNED VALID BALLOTS WILL DETERMINE THE WINNER OF THE ELECTION.

Marilyn Mason received the greatest number of votes and therefore is elected to a three-year term ending in 2022 for the open seat in District XV (Projects 27, 31, and 32) on the Third Walnut Creek Mutual Board of Directors.

The Inspector of Elections was Nancy Richardson and she has certified the election.

Members Forum

Residents were afforded the opportunity to express their concerns and make comments.

Adjournment

There being no further business, the Ballot Count Meeting was adjourned at 11:01 a.m.

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Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the approved minutes of the Ballot Count meeting.

Kelly Maki

Assistant Secretary

Third Walnut Creek Mutual

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ORGANIZATIONAL MEETING MINUTES OF THE BOARD
TUESDAY, JUNE 11, 2019 AT 10:30 AM
FIRESIDE ROOM - GATEWAY
1001 GOLDEN RAIN ROAD, WALNUT CREEK, CA 94595

Call to Order

The meeting was called to order at 10:27 a.m.

Roll Call

Directors Present:

Gery Yearout, Director District XI	Nan Warren, Director District XIV
Arlyss Rothman, Director District IX	Kay Barthold, Director District XIII
James McFarland, Director District III	Matt Kaplan, Director District V
Toby Dicker, Director District VIII	Vacant, Director District VII
Chuck Decker, Director District X	Marilyn Mason, Director District XV

Directors Excused:

Ron Mucovich, Director District IV

Also Present: Mutual Operations staff was represented by Kelly Maki, Board Services Coordinator.

Appointment of Chairperson Pro Tem

Board Services Coordinator Kelly Maki was appointed Chairperson pro tem for this organizational meeting.

Election of Officers

A motion was made to appoint Arlyss Rothman as President for one year.

Moved, Seconded, Carried 9-0

A motion was made to appoint Gery Yearout as Vice President for one year.

Moved, Second, Carried 9-0

A motion was made to appoint Marilyn Mason as Secretary for one year.

Moved, Seconded, Carried 9-0

A motion was made to appoint Matt Kaplan as Treasurer for one year.

Moved, Seconded, Carried 8-0-1 abstention, Dicker

Officers for 2019-2020:

President – Arlyss Rothman
Vice President – Gery Yearout
Secretary – Marilyn Mason
Treasurer – Matt Kaplan

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Appointment of Assistant Treasurer

A motion was made to appoint Rick Chakoff as the Assistant Treasurer of Third Walnut Creek Mutual.

Moved, Seconded, Carried 9-0

Appointment of Assistant Secretary

A motion was made to appoint Kelly Maki as the Assistant Secretary of Third Walnut Creek Mutual.

Moved, Seconded, Carried 9-0

Appointment of Committees

- a. **Alterations:** A motion was made to appoint Jim McFarland as the Alterations Committee Chairperson.
Moved, Seconded, Carried 9-0
- b. **Budget and Finance/Audit:** A motion was made to appoint Matt Kaplan as the Budget & Finance/Audit Committee Chairperson.
Moved, Seconded, Carried 9-0
- c. **Building Maintenance:** A motion was made to appoint Kay Barthold as the Building Maintenance Committee Chairperson and Nan Warren as the Vice Chairperson.
Moved, Seconded, Carried 9-0
- d. **Communications:** A motion was made to appoint Marilyn Mason as the Communications Committee Chairperson.
Moved, Seconded, Carried 9-0
- e. **Emergency Preparedness:** A motion was made to appoint Arlyss Rothman as the Emergency Preparedness Committee Chairperson.
Moved, Seconded, Carried 9-0
- f. **Governing Documents:** A motion was made to appoint Kay Barthold as the Governing Documents Committee Chairperson.
Moved, Seconded, Carried 9-0
- g. **Landscape:** A motion was made to appoint Gery Yearout as the Landscape Committee Chairperson.
Moved, Seconded, Carried 9-0

Adjournment

The meeting adjourned at 10:58 a.m.

Secretary's Certificate

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



**Assistant Secretary
Third Walnut Creek Mutual**

Treasurer Report: July 8, 2019

This report is based on the TWCM financial report for May 2019.

As of May 31, 2019, the TWCM bank balance was \$28,010.

TWCM expenditures in May, allocated to the projects was \$5,651. Legal services from Hughes Gill Cochrane was \$2,792. Board Office mailings and June 11th Flyer services from Integrity was \$1,755. 2018 Annual Audit Report mailing by USPS was \$1,103.

TWCM Owner Billables (amounts owed by owners to their project) as of May 31, 2019 was \$107,859. The project range is from \$200 to \$33,032.

TWCM Assessments (Coupon) Owed as of May 31, 2019 was \$35,173.

TWCM BUILDING STATUS REPORT

For the month of August 2019

Project 23

- ❖ **Re-roofing schedule for 1105 AS with Fiala Roofing is November.**

Project 26

- ❖ 1701 Pt crawl space: **Need to follow up on reverse slope issue with drain pipe.**
- ❖ 1621 Pt Elevator: Working on meeting to discuss next steps. **No action to report.**
- ❖ Kingsway inspection of crawl space conducted of 1501 PT. **Bid received for porch removal and installation to correct issue, waiting approval and/or direction.**
- ❖ **Davis Plumbing has completed the plumbing investigation of 1501 Pt. A relief pipe under the crawl space is leaking, and was repaired however other sections are now leaking.**

Project 27

- ❖ **Sign improvements are being reviewed. Front entry way will be redesigned with a map.**
- ❖ **Checking source of water in Entry 10 near 1916 Pt.**
- ❖ Meeting held with Sherwin-Williams and painting contractor to determine scope to avoid blistering experienced after last rehab painting. **No action to report as new color board needs to be determined.**

Project 31

- ❖ 2609 Pt trash enclosure -MOD has authorization and will complete this month.
- ❖ 2709 Pt roofing contract awarded to A-One, new contractor.
- ❖ Resolving hose bibb issue at 2645 Pt.
- ❖ Resolving guardrail issue at 2609 Pt.
- ❖ Bertolami Engineering came up with plan to save guardrail beam at 2645 Pt.
- ❖ Rodent issue at 2621 Pt.
- ❖ Leveling issue at 2621 Pt due to trees.

Project 32

- ❖ Rehab in progress by MOD. Extra decay found at rotten guardrail at 2528 Pt 1.
- ❖ Alteration decay at 2520 Pt 4 and 2508 Pt 3.
- ❖ **Working on balcony carpet issue at 2508 Pt. Glue down carpet has been removed and now a carpet has been laid loosely over the old glue.**

Project 33

- ❖ Ponding of areas between 4016 and 4032 TGR were again found during recent rains. No action to report.
- ❖ Work order issued to replace/repair some front entry handrails for preventative maintenance.
- ❖ Retaining wall behind 4024 TGR under review.

Project 34

- ❖ 997 TCal tub gasket failure caused leak. Resident billable.
- ❖ 997 TCal flooring issue with moisture being resolved.

Project 35

- ❖ 3117 TGR settlement issue: **Fleece completing concrete tile replacement.**
- ❖ **Roof permits obtained for 3141 and 3133 TGR. Plan for August 21st.**
- ❖ Beam deflection at 3117 TGR reviewed by Bluestone Engineering and direction given.
- ❖ **Drain pipe in front of 3118 TGR will need to be scheduled for future work as redwood tree roots are plugging drain line.**
- ❖ **3133 TGR rear drain plugged and Davis Plumbing is working on solutions.**
- ❖ **3109 TGR drain being repaired by Terra Landscape, although more drainage work needed.**

Project 36

- ❖ **Letter sent to 2165 CC estate to resolve termite issue from 2017. No action to report.**
- ❖ LED lighting for stairs leading down to Rossmoor Parkway waiting bid.
- ❖ Checking with Sang Electric on LED quotes for 2135, 2155 and 2175 CC.

Project 37

- ❖ Bid on new LED lights for entry 6 pending. Stairs lighting bid for LED lights are pending.
- ❖ Rehab completed on Entry 5 Cactus Court.
- ❖ **Paving of Entry 5 and 6 CC.**
- ❖ **A-One replacing the roof section at 1935 CC 6.**
- ❖ **Working on condensate locations on Entry 5 CC.**

Project 38

- ❖ **Resolving noisy PGE vault hatch at 955 TCal.**
- ❖ **Resident leak at 839 TCal being resolved.**
- ❖ **LED lighting improvements under review.**

Project 40

- ❖ **Carpports roofing nearly completed as painting only remains.**

Project 41

- ❖ Electrical wiring to light at trash enclosure across from 632 Tcal under review. Temporary power from P42, next door. **No action to report.**
- ❖ Assisting resident with insurance claim at 2621 Saklan as insurance company will not pay for the asbestos work. Almost complete agreement.
- ❖ Contract signed for Carpentry. Should start end of month after finishing 622 Tcal (P42).

Project 42

- ❖ Alteration work at 600 Tcal nearly completely along with Mutual work.
- ❖ **622 TCal carpentry rehab being processed.**
- ❖ **Electrical panel replacement at 622 TCal completed by KR Electric.**
- ❖ **Compost structure being designed for trash enclosure at 600 TCal.**

Project 44

- ❖ **Rehab inspections completed. MOD carpenters should be there in beginning of August.**

Project 45

- ❖ Fire at 3222 RP:
 - On schedule for move in prior to September 1st.
- ❖ **Roof leak at 3311 RP roof completed by Fiala Roofing.**
- ❖ **3298 RP 1-gutter request.**
- ❖ **3246 RP-Trellis and downspout leak in front of building. Will do as part of rehab.**
- ❖ **E2 water break will be done this month.**

Project 49

- ❖ AMAC working on front decks on Entry 7 SD. Then proceeding to rehab in Entry 8.
- ❖ 1738 SD #3B/3A leak again. Jim Hayes will be supervising the work.
- ❖ Reimbursement for roll up garage doors issued.

Project 50

- ❖ New garage doors being installed by Madden Door on Entry 24 TGR.
- ❖ Roof consultant completed inspection of roofs and gutters.
- ❖ Hot water heater leak at 5301 TGR completed.

Project 51

- ❖ Deck leak at 4329 TGR. Will work on stucco-deck connection during better weather, but leak has stopped.
- ❖ Lookout area waiting on materials to repair deck.

Project 53

- ❖ Electrical issue at 4300 TGR under review. **Power is currently being supplied by others.**
- ❖ **Roof replacement approved at 4348 TG.**

Project 54

- ❖ Carport-Golf Cart electrical issues under review when time permits.
- ❖ MOD working on rehab of 1568 SD with contractors.

Project 55

- ❖ Resolved HVAC top over condenser unit at 4725 TGR.

Project 64

- ❖ Lattice fence around HVAC unit under review.
- ❖ Review of inspector's report on buildings.

General:

1. Document retention and CO detector policy under review as there are inconsistencies.
2. Polyglass manufacturer repaired roofs on June 25th. Will come back early fall to check out roof repair work and finish other items.
3. New one-man electrical contractor will add to work orders. Purple-heart veteran.

End of report.

MEMORANDUM

DATE: July 3, 2019

TO: TWCM Directors

FROM: Steven Ormond, Landscape Supervisor

SUBJECT: Report of Landscape Activities

Lawn Maintenance: Weekly mowing alternating edging front and rear of manor every other week. Fertilize with Sulphur coated urea.

Entry Maintenance: Once a month routine maintenance, ground cover trimming, shrub pruning, weed control. FIRE BREAKS AS NEEDED. If a director has special areas, they would like trimmed or not, please notify me.

Tree Maintenance: Waraner Brothers will be starting tree maintenance in projects 35, 36, 37, 38 & 39.

Landscape Rehabs: Our in-house crew will start projects 26, 38, 36 and 37 for the month of July.

Irrigation: Please report any leaks, breaks, or adjustments needed to 988-7650, or email to workorder@rossmoor.com. If you know of areas that show signs of excess irrigation, notify Steve Ormond.

PLEASE contact Steve Ormond at 925-988-7618 to schedule a walk through at least two weeks before your Rehabs, or Tree maintenance work is scheduled.