

M I N U T E S
THIRD WALNUT CREEK MUTUAL
REGULAR MEETING OF THE BOARD OF DIRECTORS
MONDAY, JANUARY 12, 2015 AT 9:00 A.M.
BOARD ROOM, GATEWAY COMPLEX
1001 GOLDEN RAIN ROAD WALNUT CREEK, CA 94595

President Chuck Sanderson called the Regular Meeting of the Board of Directors of Third Walnut Creek Mutual to order at 9:00 a.m. on Monday, January 12, 2015.

Ms. Bank took the roll call.

Attendance

PRESENT:

Charles Sanderson, President (VII)
Rob Rothway, Vice President (IX)
Frank Anton, Treasurer (VIII)
Judy Bank, Secretary (XV)
Gery Yearout, Director, District XI
Ove Floystrup, Director District III

Stanley Newman, Director, District IV
Doug Hipsley, Director, District X
Jean Faszholz, Director, District XII
Walt Braun, Director, District XIII
Mike Fleck, Director, District XIV

EXCUSED:

Jack Case, Director, District V

Mutual Operations staff was represented by Paul Donner, Director of Mutual Operations and Rick Chakoff, GRF CEO.

There were four additional mutual members present.

APPROVAL OF MINUTES: Chuck Sanderson asked for any additions or corrections to the following sets of meeting minutes: Approval of Minutes

Regular Meeting of the Board.....December 8, 2014
Executive Session of the Board.....December 8, 2014

With no corrections noted or made, the minutes to the above stated meetings stand approved.

MEMBERS' FORUM:

Members' Forum

No presentations were made.

PRESIDENT'S REPORT: Mr. Sanderson

President's Report

Chuck Sanderson asked for a moment of silence for Sharon Fees and her family as they are currently dealing with the passing of her father.

Ceding of Property: Chuck Sanderson asked that Directors review this matter prior to the Directors' Retreat on January 15.

Parking: Parking problems have escalated in TWCM. This matter and the parking policy will be reviewed.

TAARC: The Committee will publish a letter to the Mutual Presidents presenting the restated Trust Agreement for approval by all of the Mutuals' Boards and the GRF Board.

SECRETARY'S REPORT: Ms. Bank

Secretary's Report

No report was given.

Frank Anton reported that Third Walnut Creek Mutual is in solid financial health.

Anton announced that former Board Director and Treasurer of the Mutual, Murray Teitel, passed away in December.

The C-DARS program is now fully implemented throughout the Mutual.

Policy 45 has been re-written and reviewed by Counsel and will be voted for approval later in this meeting.

COMMITTEE REPORTS:

Committee
Reports

BUDGET AND FINANCE: Mr. Anton

Budget and
Finance

There exist two outstanding receivables, one from Project 39 and one from Project 45, with high balances which were sent collections via Angius & Terry once all the necessary paperwork is submitted.

Overall, Coupon Receivables and Third-Party Billing Receivables continue on a modest and steady decline.

BUILDING MAINTENANCE: Mr. Braun

Building
Maintenance

Walt Braun highlighted the following from the Building Maintenance Report:

The Committee is in the process of reviewing all of the maintenance-oriented TWCM policies.

Building rehabs throughout the Mutual are on schedule.

Braun had reformatted the Helsing reports for all of the Directors. He is currently working with Chris Preminger on a consistent code of accounts for TWCM's use in reporting.

Jack Case and the Solar sub-committee continue their work on solar research.

Braun noted that the Committee is developing standards for electrical load throughout the Mutual.

LANDSCAPE: Mrs. Faszholz

Landscape

Jean Faszholz reminded Directors to schedule major projects for the MOD work crews to perform during each Project's MOD landscape project days.

Chuck Sanderson announced that some private gardens have encroached upon other Mutuals' property and asked Directors to get a rein on such instances.

GOVERNING DOCUMENTS: Mr. Sanderson

Governing
Documents

Several policies will be discussed at the next regularly-scheduled meeting.

ALTERATION PERMIT REVIEW COMMITTEE: Mr. Case, Chair

Alteration Permit
Review
Committee

No report was given.

AUDIT COMMITTEE: Mr. Braun

Audit Committee

Walt Braun reported that the audit process for TWCM will begin in February.

No report was given.

EMERGENCY PREPAREDNESS: Mr. Hipsley, Chair

Emergency
Preparedness

Doug Hipsley reported that Wednesday evening, January 14, Rossmoor CERT will be hosting a presentation on the Napa Earthquake beginning at 7 p.m. in the Fireside Room at Gateway.

The TWCM Emergency Preparedness Committee sponsors two meetings per year. The next seminar will take place in April.

Old Business

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

New Business

Motions to lien: Frank Anton moved to send File Nos. 03-039-059 and 03-045-055 to collection, representing a combined \$45,000+ in accounts receivable. Jean Faszholz seconded the motion and it passed unanimously.

Transfer of Funds: Frank Anton moved that the following funds be transferred from Reserves to Operating for the indicated Projects in order to cover Operating expenses during this current fiscal year and to be repaid within a year:

Project 31	\$ 8,000
Project 36	15,000
Project 41	31,000
Project 44	15,000
Project 51	30,000
Project 53	25,000
Project 64	2,500

Jean Faszholz seconded the motion and it passed unanimously.

Policy 89, Minimum Threshold Minimums of Working Capital and Reserve Funding for each Project: Frank Anton reported that this policy is currently under Counsel review.

Policy 45, Assessments Due Date, Delinquent Payment, and referral for Collection: Frank Anton moved and Jean Faszholz seconded to approve this amended policy for distribution to the TWCM membership for comment prior to formal adoption. The motion passed unanimously.

Explanation of 13 percent MOD set-up fee: Currently, there exist four Cost Centers. They are: the Management Fee, Member Services, Billable Services, and Re-sales/Alterations. The Management Fee covers the labor of the Accounting Department and most managers. Member Services fees offset the labor that administers that department. The same goes for Re-sales/Alterations. Billable Services charges a 13 percent fee to cover travel charges and back-office labor charges.

Appointment of new member of the Audit Committee: Walt Braun moved and Jean Faszholz seconded to appoint resident Joe Pehl to the Audit Committee. The motion passed unanimously.

Adjournment

ADJOURNMENT

Having no further business the regular meeting adjourned at 10:00 a.m. to an Executive Session.

Sharon Fees

Sharon Fees, Assistant Secretary
Third Walnut Creek Mutual

