

# THIRD WALNUT CREEK MUTUAL

REGULAR SESSION MEETING MINUTES OF THE BOARD  
MONDAY, JANUARY 8, 2018 AT 9:00AM  
BOARD ROOM, GATEWAY COMPLEX  
1001 GOLDEN RAIN RD., WALNUT CREEK, CA 94595

## Call to Order

President McDonnell called the Regular Meeting of the Board of Directors of Third Walnut Creek Mutual (TWCM) to order at 9:00AM.

## Roll Call

### **Directors Present:**

John McDonnell, President X	Hillery Trippe, Director District VII
Gery Yearout, Vice President XI	Jack Case, Director District V
Vacant Seat, District III	Claire Wolfe, Director District X
Christine Monsen, Treasurer XIV	Arlyss Rothman, Director District IX
Kay Barthold, Director District XIII	

Ron Mucovich, Director District IV (arrived @ 9:10am)  
Toby Dicker, Director District VIII (arrived @ 9:13am)

### **Directors Absent:**

Judy Bank, Vice President XV

**Also Present:** Mutual Operations staff was represented by Paul Donner, Director of Operations; Kelly Mattison, Board Services Coordinator; Melissa Ward, Esq., Hughes Gill Cochrane Tinetti.

## Approval of Meeting Minutes

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

Ballot Count Meeting for P64 ..... November 27, 2017

A motion was made to approve the November 27, 2017 ballot count meeting minutes as presented.

**Moved, Seconded, Carried 8-0**

Regular Meeting of the Board ..... December 11, 2017

A motion was made to approve the December 11, 2017 regular meeting minutes as presented.

**Moved, Seconded, Carried 8-0**

Executive Session Meeting of the Board ..... December 11, 2017

A motion was made to approve the December 11, 2017 executive session meeting minutes as presented.

**Moved, Seconded, Carried 8-0**

Ballot Count Meeting for Policy 56 ..... December 13, 2017

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A motion was made to approve the December 13, 2017 ballot count meeting minutes as presented.

**Moved, Seconded, Carried 8-0**

### Members' Forum

Residents were afforded the opportunity to express their general concerns and make comments. The topics discussed in members' forum included private gardens, vacant Director Seat in District III, and rentals and maintenance in the CC&Rs draft.

### President's Report

President McDonnell reported on today's agenda with the intent to end the regular meeting by 11 a.m. and move into executive session. President McDonnell announced the vacant Secretary position on the Board and asked if any of the Directors would be willing to be interim Secretary until an appointment can be added made at February meeting when the item is on the regular agenda. Director Arlyss Rothman volunteered and will be interim Secretary.

### Secretary's Report

A report was not presented.

### Treasurer's Report

Treasurer Mosen provided the following report:

The Third Walnut Creek Mutual maintains a checking account at City National Bank.

The beginning balance as of 10/31/2017 was \$25,501.31

The ending balance as of 11/30/2017 was \$19,436.38

The Aging Report reflects amounts owed the projects for overdue coupon payments and late fees.

The amount owed to all projects as of 11/30/2017 amounted to \$18,139.33. This includes a total of 65 accounts, one which is over \$9,000, and 1 account between \$2,000-3,000. The rest are all under \$1,000.

Last month (October 2017) the amount owed was \$16,254.63

Last year the amount was \$7,160.23 at the end of November 2016.

The Owner Billable Report reflects the total amounts owed to all of the projects for overdue payments that are billable to owners for work done to their manor for work not covered by the coupon.

The amount owed to all projects as of 11/30/2017 was \$84,422.37, from 51 accounts. Nearly half (47.5%) of the total is due from 5 accounts owing between \$5,000 and \$12,000.

Last month (October 2017) the amount was \$103,270.55

Last year the amount was \$151,148.45 at the end of November 2016.

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## **Budget and Finance Committee Report**

A report was not presented.

## **Building and Maintenance Committee**

Director Monsen reported that 10 year smoke detectors have been installed and reminded Directors to follow up with their residents where the vendor did not gain access to install the smoke detectors. The committee discussed hard surface flooring and declared that more research is needed.

## **Landscape Committee**

Steve Ormond's Landscape report for January was as follows:

Lawn Maintenance: Mowing will be once a month or as needed.

Entry Maintenance: Winter maintenance! Leaf clean-up, V-ditch and drain clean out. Entry maintenance crews will be working reduction pruning of oleanders and junipers. 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 23, 26, 27, 31, 32, 33, and 34 starting in February. Walkthroughs will start the week of January 15.

Landscape Rehabs: Our in-house crew is scheduled for projects 42 and 44.

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

## **Governing Documents Committee**

A report was not presented.

## **Alterations Permit Application Review Committee**

Director Case reported that the application process is continuing to go smoothly.

## **Audit Committee**

A report was not presented.

## **Communication Committee**

A report was not presented.

## **Emergency Preparedness Committee**

A report was not presented. The committee will be meeting today 1/8/18.

## **Old Business**

### **Governing Docs Project/CC&Rs and Bylaw Changes**

The Board further discussed necessary changes and clarifications in the governing document rewrites.

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A discussion was had on section 5.1(b) in regards to the minimum length of a lease of a manor. A straw poll was taken by the Directors and it was unanimous to leave it at 1 month.

A discussion was had to confirm that section 5.1(c) will have language added that will allow the Board to grant hardships.

A discussion was had on section 6.2.11. It was determined that Director Monsen will list the garage components for Melissa Ward to add to this section.

Further discussions were had on Article 6 Maintenance, Repair and Replacement Responsibilities to clarify components.

### **New Business**

#### **Encroachment on Common area & Policy 56**

President McDonnell asked Director Wolfe (Landscape Committee Chair) to follow up on the matter.

#### **Policy 64 Dedicated Circuit Acknowledgment Form**

The Board tabled the above agenda item until the February meeting, due to time restraints.

### **Next Board Meeting**

The next Regular Meeting of the Board will be held on Monday, February 12, 2018 at 9:00 a.m. in the Board Room at Gateway.

### **Adjournment**

There being no further business, the Regular Meeting of the Board was adjourned at 11:00 a.m. and the Board moved into Executive Session.

### **Executive Session Summary**

An Executive Session was held following the regular meeting. The Board discussed legal matters and homeowner discipline matters.

### **Secretary's Certificate**

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



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**Assistant Secretary**

Third Walnut Creek Mutual