

THIRD WALNUT CREEK MUTUAL

REGULAR SESSION MEETING MINUTES OF THE BOARD
MONDAY, FEBRUARY 6, 2017 AT 9:00 A.M.
GATEWAY BOARD ROOM
1001 GOLDEN RAIN RD., WALNUT CREEK, CA 94595

Call to Order

President Yearout called the Regular Meeting of the Board of Directors of Third Walnut Creek Mutual to order at 9:00 a.m. on Monday, February 6, 2017.

Roll Call

Directors Present:

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| Gery Yearout, President XI | Toby Dicker, Director District VIII |
| Judy Bank, Vice President XV | Christine Monsen, Director District XIV |
| John McDonnell, Treasurer X | Walt Braun, Director District XIII |
| Jane Norbeck, Director District IV | Jack Case, Director District V |
| Jean Faszholz, Director District XII | |

Directors Absent:

- | | |
|-------------------------------------|------------------------------------|
| Kathy Poling, Secretary III | Victor McPhun, Director District V |
| Carol Keating, Director District IX | |

Also Present: Mutual Operations staff was represented by Paul Donner, Mutual Operations Director; Rick Chakoff, Chief Financial Officer; Rebecca Pollon, Landscape Manager; Will Kim, Board Services Coordinators.

Approval of Meeting Minutes

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

- Regular Meeting of the BoardJanuary 9, 2017
- Executive Session of the BoardJanuary 9, 2017

There being no corrections, the minutes were approved as presented.

Moved, Seconded, Carried 9-0

Members' Forum

Residents were afforded the opportunity to express their general concerns and make comments. The following topics were expressed by Residents: Rossmoor Open Governance Advocates, owner maintained gardens, and meeting dates.

President's Report

- The final numbers on insurance premiums were received and are slightly less than approximated.
- The Golden Rain Foundation is working on a system to manage membership access to facilities and amenities.
- The Nixle emergency notification system is currently in the testing phase and should be up

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and running within the next few months.

Secretary's Report

No report was presented to the membership.

Treasurer's Report

Managing Reserve Balances – implemented the addition of the money market account. This allows for more mutual money to be in insured accounts. Bank Account balance remains about \$18,000.

Aging Reports 2016 = \$ 5,800 - improved
Aging Reports 2015 = \$ 25,700
Owner Billable 2016 = \$ 126,900* - improved considering notes
Owner Billable 2015 = \$ 82,200

*December saw extreme flooding in units in one project totaling \$58,000. This expense was incurred and will be reimbursed by insurance. Without this event billables would total about \$68,000.

Budget and Finance Committee

No report was presented to the membership.

Building and Maintenance Committee

The following topics were discussed during the Building Maintenance Committee Meeting on February 2, 2017:

- The Alterations Department has been writing letters to residents who have known completed existing/open alteration permits in efforts to have final inspections arranged and to get them closed out.
- Resident Joe Tracy made a presentation on potential health hazards of black mold.
- Maintenance Manager Clark was asked to consult with Block Environmental Labs and determine whether the laboratory could develop a protocol for dealing with black mold in accord with environmental standards. Committee will seek Board approval to enter a contract with Block Environmental to develop said protocol.

Landscape Committee

- Lawn Maintenance: Mowing will be once a month or as needed.
- Entry Maintenance: Winter maintenance, leaf clean-up, V-ditch and drain clean out. Reduction pruning of oleanders and junipers. If a director has special areas they would like trimmed or not, please notify Landscape Supervisor Ormond.
- Tree Maintenance: Waraner Brothers will be starting tree maintenance in Projects 23, 26, 27, 31, 32, 33, & 34.
- Landscape Rehabs: MOD in-house crews are scheduled for Projects 39 and 33 in February.

Governing Documents Committee

The Governing Documents Committee focused mainly on reports from the CC&R Revisions

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Task Force and a maintenance responsibility matrix that will be included with the planned CC&R updates.

Alterations Review Committee

No report was presented to the membership.

Audit Committee

The Annual Audit Meeting will be held on Tuesday, March 21st at 10 a.m. in the Gateway Board Room.

Communication Committee

No report was presented to the membership.

Emergency Preparedness Committee

The committee is looking into gas shut off valves that are sealed stuck by paint. PG&E indicates residents should not turn off their gas, but CERT Training of Walnut Creek details certain situations that would require the usage of the gas shut off valve. The Committee will continue to discuss this issue.

CC&R Revision Task Force

The Task Force members are reviewing the maintenance responsibility matrix that will be included with the planned CC&R updates and focusing on feedback from the membership.

Encroachment Issues: Owner Maintained Landscaping

The board discussed the following issues with owner maintained landscaping encroachments throughout the Mutual:

- Owner maintained landscaping encroaching into the common area installed after 2006, without 67% (2/3) approval of project owners granting exclusive use of common area and did not obtain prior approval from the board
- Application process for owner maintained landscaping going forward

A motion was made to table a Board decision regarding the application process for owner maintained landscaping going forward.

Moved, Seconded, Carried 7-2, Director Dicker and Yearout voted No

Solar Energy Systems: Project 39

The Project 39 election to prospectively approve the grant of exclusive use common area for the installation of solar panels on Common Area roofs will require eighty-eight (88) yes votes to pass. A Project 39 Solar Ballot Meeting will be held on Friday, March 24th at 3:00 p.m. in the Donner Room, Event Center.

Reserve Transfer for Insurance Premium: Project 49

Project 49 requires a transfer of funds to the operating account from the reserve account, as a temporary transfer subject to repayment within 12-months for their 2017 insurance premium.

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A motion was made to approve a temporary transfer of funds in the amount of \$20,000 to the operating fund account from the reserve fund account to cover the 2017 insurance premium expenses, to be repaid within 12-months.

Moved, Seconded, Carried 9-0

Next Board Meeting

The next meeting will be held on Monday, April 10, 2017 at 9:00 p.m., in the Gateway Board Room.

Adjournment

There being no further business, the Regular Meeting of the Board was adjourned at approximately 10:50 a.m.

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.



Assistant Secretary

Third Walnut Creek Mutual

An Executive Session was held following the open session at 11:03 a.m. Topics included the following:

1. Homeowner Hearing: Account No.18275
2. Homeowner Late Fee Waiver Request: Account No. 14018
3. Response to Board Decision: Account No. 17779
4. Legal Status Report
 - a. Account No. 14890
 - b. Account No. 12730
 - c. Account No. 16677
 - d. Account No. 17954

With no further business to discuss, the board adjourned the Executive Session at 11:55 a.m.