

M I N U T E S  
THIRD WALNUT CREEK MUTUAL  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
MONDAY, FEBRUARY 8, 2016 AT 9:00 A.M.  
FAIRWAYS A&B, CREEKSIDE  
1010 STANLEY DOLLAR DRIVE, WALNUT CREEK, CA 94595

President Gery 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 8, 2016.

Ms. Poling took the roll.

PRESENT:

Gery Yearout, President (XI)  
Judy Bank, Vice President (XV)  
Kathy Poling, Secretary (III)  
Jane Norbeck, Director District IV  
Victor McPhun, Director District VI

Toby Dicker, Director District VIII  
Jack Case, Director District V  
Carol Keating, Director District IX  
Jean Faszholz, Director District XII  
Mike Fleck, Director District XIV  
Walt Braun, Director District XIII

EXCUSED:

John McDonnell, Treasurer (X)

Mutual Operations staff was represented by Tim O’Keefe, GRF CEO; Paul Donner, Director of Mutual Operations; Rick Chakoff, GRF Chief Financial Officer; Tess Haskett, Assistant Controller; and Sharon Fees, Board Services Coordinator.

APPROVAL OF MINUTES: Gery Yearout asked for any corrections and/or additions to the following sets of minutes:

Regular Meeting of the Board.....January 11, 2016  
Executive Session of the Board..... January 11, 2016

Hearing none the minutes to both meetings stand approved.

INTRODUCTION OF NEW CEO

President Gery Yearout introduced new CEO, Tim O’Keefe, to the assembled crowd. Yearout went on to explain to O’Keefe and the audience of how Third Walnut Creek Mutual is structured.

MEMBERS’ FORUM:

No presentations were made.

OFFICER AND COMMITTEE REPORTS:

PRESIDENTS' REPORT: Ms. Yearout

No report was given.

SECRETARY'S REPORT: Ms. Poling

No report was given.

TREASURER'S REPORT: Mr. Chakoff for Mr. McDonnell

Rick Chakoff reported that the end-of-year financials are being prepared and that the 2015 audit is underway.

BUILDING MAINTENANCE: Mr. Braun

The latest Building Maintenance Committee meeting took place on January 22. Clayton Clark provided the Board the 2016 Schedule of Rehabilitations for all Projects. The Solar Subcommittee has started to meet and research necessary revisions to the Mutual Policy concerning solar installations.

Gery Yearout noted that there will be fifty percent more rehabs taking place in 2016 over 2015 and that all of this had been budgeted and planned for.

LANDSCAPING: Mrs. Faszholz

Jean Faszholz reported that she, Rich Perona, and representatives from Terra Landscaping attended a presentation on sods native to California. They learned about the differences in the sods and the applications for which they are each best suited.

Faszholz said that each Director needs to negotiate with Terra Landscaping in order to determine options for either cost savings or alternative work tasks to be done within Entries. These contract details are being re-evaluation as a result of the lawn conversions that took place in 2015.

Faszholz informed the Board that Terra Landscaping has reorganized its staff and has developed a more detailed training program for its employees as a result of concerns presented by the Third Walnut Creek Mutual Board in regards to training and supervision.

The Mutual-wide Landscape Meeting will take place on April 28, at 10 a.m., at Creekside. More details will follow.

It is anticipated that EBMUD will continue to impose the twice-weekly watering limit that was implemented last year.

GOVERNING DOCUMENTS: Ms. Bank

Judy Bank reported that Governing Documents Committee continues to look at the use of electricity within garages and carports as it relates to the safety of person and property.

Gery Yearout reminded the audience that prior to adoption, a proposed policy is first vetted at the committee level, then by the Board, and finally it goes to the membership for a 30-day comment period. After this process is seen through its entirety, the Board may then elect to adopt the policy.

ALTERATIONS: Mr. Case

Jack Case reported that it takes about two weeks for alteration applications to get approval. Case said that delays occur when all of the necessary information is not in the packet. He appreciates the rapid attention that Directors give alteration applications.

An additional inspector will be hired in the near future.

AUDIT: Mr. Braun

The auditors, James Ernst Accounting, are on campus performing the financial audit. A meeting with the auditors will take place once the audit is complete.

COMMUNICATIONS: Ms. Poling

No report was given.

EMERGENCY PREPAREDNESS: Ms. Norbeck

Jane Norbeck announced that the Committee has begun planning for the next seminar and that it will most likely focus on pets.

OLD BUSINESS

The CC&R updates, the encroachment issue, and the owner-billable collection process are all works in progress.

Solar Sub-Committee: Kathy Poling reported that the Solar Sub-Committee has begun its work on developing an appropriate and comprehensive solar policy. Poling presented an outline to the Board Directors and requested Director feedback.

NEW BUSINESS

Motions to lien: There were no motions to lien.

Director Resignation: John Case moved and Kathy Poling seconded to accept the resignation of Director Mike Fleck effective March 1, 2016. The motion passed unanimously.

Presentation of Budgets and Financials: Rick Chakoff made a presentation to the Board of Directors and audience members on how to read and understand the financial packet that is distributed to Directors on a monthly basis.

ADJOURNMENT

Having no further business the regular meeting adjourned at 10:24 a.m.



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Sharon Fees, Assistant Secretary  
Third Walnut Creek Mutual