

M I N U T E S
THIRD WALNUT CREEK MUTUAL
REGULAR MEETING OF THE BOARD OF DIRECTORS
MONDAY, MARCH 14, 2016 AT 9:00 A.M.
GATEWAY BOARD ROOM
1001 GOLDEN RAIN RD., 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, March 14, 2016.

Ms. Fee took the roll:

PRESENT:

Gery Yearout, President (XI)	Toby Dicker, Director District VIII
Judy Bank, Vice President (XV)	Jack Case, Director District V
John McDonnell, Treasurer (X)	Carol Keating, Director District IX
Jane Norbeck, Director District IV	Jean Faszholz, Director District XII
Victor McPhun, Director District VI	Walt Braun, Director District XIII
	VACANT, Director District XIV

EXCUSED:

Kathy Poling, Secretary (III)

Sixteen additional Mutual members were present.

Mutual Operations staff was represented by Paul Donner, Director of Mutual Operations; Rick Chakoff, GRF Chief Financial Officer; Clayton Clark, Building Maintenance Manager; 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.....February 8, 2016
Executive Session of the Board..... February 8, 2016
Special Meeting of the Board..... March 7, 2016

Hearing none the minutes of both meetings stand approved.

MEMBERS' FORUM:

Karen Baccaro, 2528 Ptarmigan Dr. #2: Ms. Baccaro asked the Mutual for assistance to assure that the allegedly undocumented hard-surfaced flooring in the dining area in the unit above her, 2528 Ptarmigan Dr. #1, be removed. The manor is on the market for sale and Ms. Baccaro would like the flooring replaced with carpeting before a new owner takes possession of the property. Paul Donner will advise the Resales Inspectors of this matter.

Duncan Carter, 4521 Terra Granada Dr. #2A: Mr. Carter reminded the Board of Directors that Director terms should be evenly spaced as dictated in the TWCM By-laws. Therefore, every year four terms should be up. Currently, the 12 Directors' terms expire unevenly with five up for renewal this year, five in the next year, and two the year after that.

John Murphy, 2130 Cactus Court #4: Mr. Murphy had questions about the exterior paint color on the buildings in his area and also requested answers to his questions regarding the reserve fund for his Project.

Judy Mulry, 1501 Ptarmigan Dr. #2C: Ms. Mulry commented that many trees in her area were cut back drastically and she believes that they have been basically decimated. Ms. Mulry also commented that the pool in her Project has been worked on for what seems to be an inordinate amount of time.

OFFICER AND COMMITTEE REPORTS:

PRESIDENTS' REPORT: Ms. Bank for Ms. Yearout

Legal Seminar: A legal seminar for Mutual Directors will take place on April 12 in the Fireside Room/Gateway.

Realtors' request for Special Assessment Notification: Mutuals have been asked to consider sharing information with realtors about Special Assessments that have been levied.

Golf Cart Registration: This matter is still under discussion amongst Mutual Presidents and the GRF Board of Directors is also reviewing this matter.

EVC Station feasibility: GRF will not consider having charging stations installed because of the estimated cost of \$10,000 - \$15,000 per station.

SECRETARY'S REPORT: Ms. Poling

No report was given.

TREASURER'S REPORT: Mr. McDonnell

John McDonnell presented the coupon and owner-billable aging reports.

BUILDING MAINTENANCE: Mr. Braun

The latest Building Maintenance Committee meeting took place on February 26. The Solar Sub-Committee continues its work. It explored the concept of how roofs should be apportioned for private solar installations and came up with the recommendation that roof area should be apportioned on an equal basis. Clayton Clark provided the Board the 2016 Schedule of Rehabilitations for all Projects. Clayton Clark reviewed the asphalt repaving bids

for major repaving that needs to take place in various entries.

Gery Yearout asked Clayton Clark to verify, in general, what facets of a manor that homeowners are responsible for as part of an entire "system." Clark provided examples of items that are the homeowner's responsibility: dryer vents, condensate lines, air conditioning/furnace ducting, drain line gaskets, and wax rings for toilets.

LANDSCAPING: Mrs. Faszholz

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-evaluated as a result of the lawn conversions that took place in 2015.

She asked that Directors look for tripping hazards in the entry asphalt and report these to Clayton Clark. Most often these raises and cracks in the asphalt are a result of tree roots.

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

Faszholz reported that resident Paula Erickson has been appointed to the Landscape Committee.

GOVERNING DOCUMENTS: Ms. Bank

Judy Bank reported that Policy 64A and 64B will be discussed under new Business.

Bank also reported that the Committee is obtaining bids from various legal firms for the CC&R re-write.

ALTERATIONS: Mr. Case

No report was given.

AUDIT: Mr. Braun

Walt Braun reported that the audit team met with the TWCM Board of Directors in an open meeting earlier this month. The auditors provided a thorough explanation of what was audited, what was not audited, and what recommendations they had for the Mutual and supporting staff.

The audit will be formally approved by the Board at the April board meeting.

A copy of the audit will be mailed to all TWCM members by April 30, 2016.

COMMUNICATIONS: Ms. Yearout for Ms. Poling

Directors were asked to send captured resident emails to member records for Rossmoor records.

EMERGENCY PREPAREDNESS: Ms. Norbeck

Jane Norbeck provided the board of directors an explanation of the role of an entry coordinator. Often times it is difficult to find replacements for retiring entry coordinators because the former coordinators may have expanded their role to a point that it is daunting for any potential new volunteers.

OLD BUSINESS

The CC&R update, the research and review for the Mutual-wide encroachment issue, and the owner-billable collection process are all works in progress. Gery Yearout reported that, after further investigation, the encroachment issues are not as serious as they were first perceived. The next step is to solicit direction from legal counsel.

NEW BUSINESS

Motions to lien: There were no motions to lien.

Director Resignation: At the February 8 open board meeting, John Case moved and Kathy Poling seconded to accept the resignation of Director Mike Fleck effective March 1, 2016. The motion had passed unanimously.

Appointment of replacement Director: Carol Keating moved and Jack Case seconded to appoint Christine Monsen as the replacement Director for District XIV. The motion passed unanimously. The term expires in June 2016 and Monsen may then run for a full term.

Policy 64A & 64B: Judy Bank requested that Directors send comments/ideas to her concerning the draft of Policy 64A & 64B by no later than March 21 in order to be discussed back at the Committee level with the Governing Documents Committee.

Policy 59: Walt Braun moved and Jean Faszholz seconded to approve the clarification language of for Policy 59. The motion passed by majority vote with one dissenting vote submitted by Toby Dicker.

Appointment of Inspector of Elections: Gery Yearout appointed Dr. John Reppart as the Inspector of Elections for this year's board elections.

ADJOURNMENT

Having no further business the regular meeting adjourned at 9:56 a.m.

Sharon Fees

Sharon Fees, Assistant Secretary
Third Walnut Creek Mutual