

# THIRD WALNUT CREEK MUTUAL

ANNUAL MEETING MINUTES OF THE MEMBERSHIP  
TUESDAY, JUNE 12, 2018 AT 9:00 AM  
GATEWAY BOARD ROOM  
1001 GOLDEN RAIN ROAD, WALNUT CREEK, CA 94595

## **Call to Order**

The membership called the meeting to order at 9:12 a.m.

## **Roll Call**

### **Directors Present:**

John McDonnell, Director District X  
Gery Yearout, Director District X  
Judy Bank, Director District XV  
Arylss Rothman, Director District IX  
Toby Dicker, Director District VIII  
Jay Fischer, Director District III

Claire Wolfe, Director District X  
Christine Monsen, Director District XIV  
Kay Barthold, Director District XIII  
Matt Kaplan, Director District V  
Ron Mucovich, Director District IV

### **Directors Excused:**

Hillery Trippe, Director District VII

**Also Present:** Mutual Operations staff was represented by Paul Donner, Director of Mutual Operations; Rick Chakoff, Chief Financial Officer; Clayton Clark, Building Maintenance Manager; Kelly Mattison, Board Services Coordinator; Michael Hughes, Hughes Gill Cochrane and Tinetti.

## **Certification of Notice of Meeting**

Arylss Rothman, Secretary of Third Walnut Creek Mutual, certified that notice of the Annual Membership meeting was published in the Rossmoor News on May 30<sup>th</sup> and June 6<sup>th</sup> of 2018. A copy of the notice was sent to all members of record on April 23, 2018, in accordance with the Bylaws of said corporation.

## **Approval of Meeting Minutes**

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

Annual Meeting of the Members ..... June 13, 2017

The minutes were approved with one correction.

**Moved, Seconded, Carried 11-0**

## **Board Elections**

### **District VII**

On June 11, 2018 the Third Walnut Creek Mutual conducted a ballot count meeting for the Director Election in District VII. The tabulated results were as follows:

## THIRD WALNUT CREEK MUTUAL

Ballots received: **89**

<u>Name of Candidate</u>	<u>Votes Received</u>
Duncan Carter	<b>24</b> votes
Hillery Trippe	<b>65</b> votes

Hillery Trippe is named District VII Director of Third Walnut Creek Mutual for a 3-year term, expiring 2021.

This tabulation was conducted and certified by Levy, Erlanger & Company – Certified Public Accountants, Inspector of Election.

### District X

No candidates came forward to run for this Director position. John McDonell does not want to continue on the Board for another 3-year term and since no candidates came forward an appointment will need to be made to take over the Director seat. A candidate will be considered at the following organizational meeting.

### District XI

The only candidate that came forward for the Director seat of District XI is Gery Yearout for another 3-year term. Since Gery ran unopposed she is acclimated to another 3-year term ending in 2021.

### Committee Reports

A report was presented by the following committees:

#### **a) Alterations Committee:**

I. Alterations Date Range: 6/1/17 through 6/8/18

II. Applications processed: 562

Permits Approved: 469

Permits Disapproved: 1

Permits Issued: 486

Cancellations: 11

Expirations: 0

Alterations Completed: 305

Alterations Pending Action: 224

III. Alteration request application initiation to ready-for-issue elapsed time is getting shorter because applicants are appending necessary pertinent data such as work scope, electrical load calculation, marking floor plan information sheets to applications. Additionally, disabled applicants are attaching medical slips or prescriptions advising or ordering installation of chair lifts, temporary ramps (not connected in any way to their building), where required at residences. If these attachments are omitted from the application where they are required for permit issue, the Alteration Committee finds it necessary to request the applicant to attach the necessary supplementary data and

## THIRD WALNUT CREEK MUTUAL

resubmit the original application. This translates into longer elapsed time for permit issue. The average longest alteration request issue time is approximately 15 days. Elapsed issue time can be as short as a few days.

IV. A recent development in the re-sales transaction is the alteration/re-sales meeting at MOD, wherein the TWCM Project Director and a MOD alterations representative meet with a new owner/resident and, occasionally, the owner's agent. Together, they review alteration history wherein the new owner accepts responsibility for past documented alterations, among all other items that are discussed, prior to escrow closing on transfers of property. (Not to be confused with the new resident orientation meeting usually held in a group setting of new residents scheduled by the TWCM).

V. The final inspection required prior to a specific residence sale contains a check list of alterations history for that residence. It is incumbent on the owner(s) of that property to execute only authorized/permitted alteration work on the residence to ensure correct certified alteration history on that residence. To have the existence of unauthorized work accomplished on a residence is not only illegal, but also could cause damage to the residence, and cause significant delays in a future sale of such property until all undocumented work can be removed, or properly authorized, corrected, and certified.

VI. Among some of the continuing problems with alteration work physically completed, after issue, is that the work upon completion, is not requested or scheduled by owners to undergo a final inspection by MOD. These account for approximately 25% of all documented alteration projects in the TWCM. This situation, as well as non-permitted work only makes it more difficult, as stated earlier, for the re-sale of units. It is very important to have all permit required work to be well documented with applicable inspections scheduled and completed. Additionally, it is important to have in-process inspections while work is underway. For example, in a window, door replacement or main structural alteration, any evidence of pest infestation or dry rot condition discovered by the contractor should be reported to MOD for immediate appraisal and resolution of the problem before continuing with the project.

Respectfully submitted, Christine Monsen, Director District XIV, Alterations Chairman TWCM.

### **b) Audit Committee**

Toby Dicker reported that the 2017 audit was completed efficiently, and no weaknesses were identified by the independent auditor.

### **c) Building Maintenance Committee**

A report was given by Christine Monsen and she thanked all the members of the committee for their hard work this past year.

### **d) Communications Committee**

Alyss Rothman reported that a lot of communication was distributed about the CC&Rs and Bylaws. The committee will continue on articles of other matters. Residents should let the

## THIRD WALNUT CREEK MUTUAL

Board know what they want to read about.

### **e) Emergency Preparedness Committee**

Arylss Rothman gave the following report:

This year the EP Committee paired again with EPO of Rossmoor to strengthen our community preparedness. We are currently working with all Directors to determine which Entries need further support in terms of an Entry Coordinator or assistants. This is always a moving target as Owners need to be added or deleted from the Coordinator roles.

In addition, we have again agreed to provide Emergency Preparedness “mini talks” in September during the Safety Fair. Last year they were very well attended, and Residents were very appreciative of the information. This year we will give the talks on water purification and use during an emergency, basic First Aid for everyone and what to have ready in a simple backpack in case of emergency.

A third area that the committee with the direction of Harris Greenberg worked on this year is to develop a neighborhood cache in Project 36 and share the process and lists of equipment and supplies with others in Third Mutual. We are hoping to expand this program in the coming year.

### **f) Governing Documents Committee**

Judy Banks gave a report on all the progress of the past year that the governing document committee accomplished, as well as their goals for the upcoming year.

### **g) Landscape Committee**

Claire Wolfe gave the following Landscape report:

Mutual Three is in the last year of a 5-year contract with Terra Landscaping. The contract ends December 2018. Projects are billed for services provided under this contract as well as for additional landscape and tree work.

Third Mutual also works with MOD which has an in-house landscape team headed by Rebecca Pollon. Steve Ormond reports to Rebecca and he is Third Mutual’s primary contact. Waraner Tree Service does the tree maintenance work in Third Mutual.

Lawn maintenance is weekly. Entry maintenance is once a month. Landscape Rehabs provide free labor days and vary by project and are ongoing. Rehabs are selected by each Project Director in coordination with Steve Ormond.

The main areas of focus are:

Tree maintenance to keep existing trees healthy, assure safety to residents and preservation of buildings

Fire abatement

Updating irrigation systems to be as efficient as possible

Replacing lawn areas with low maintenance/low water required substitutes. This generated rebates from EBMUD to the project impacted by the change.

## THIRD WALNUT CREEK MUTUAL

During this year, owner-maintained gardens were reestablished as the policy of Mutual Three after a ballot initiative in response to a Board change of policy to eliminate owner-maintained gardens. New gardens may be established by residents through a permit process following established guidelines for types of plants and required irrigation. Established gardens must adhere to guidelines. Owner maintained gardens may be continued by new owners at their expense.

Respectfully submitted by Claire Wolfe, Chairperson Landscaping for Third Mutual.

### **Legal**

Michael Hughes from Hughes, Gill, Cochrane, and Tinetti spoke to the audience prior to the Member's Forum. Michael gave some background on his law firm and talked about the annual law seminar.

### **Members' Forum**

Residents were afforded the opportunity to express their concerns, make comments, and have questions answered by the Board and M.O.D. staff representatives.

### **Adjournment**

The meeting adjourned at 11:11 a.m.

### **Secretary's Certificate**

I hereby certify that the foregoing is a true and correct copy of the minutes of the Annual meeting.



---

**Assistant Secretary**