

# THIRD WALNUT CREEK MUTUAL

REGULAR SESSION MEETING MINUTES OF THE BOARD  
MONDAY, JULY 8, 2019 AT 9:00AM  
BOARD ROOM, GATEWAY COMPLEX  
1001 GOLDEN RAIN RD., WALNUT CREEK, CA 94595

## **Call to Order**

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

## **Roll Call**

### **Directors Present:**

|  |  |
|--|--|
| Arlyss Rothman, President Dist. IX, (2022) |  |
| Gery Yearout, VP Dist. XI, (2021)          | James McFarland, Director Dist. III, (2021)  |
| Matt Kaplan, Treasurer Dist. V, (2022)     | Nan Warren, Director Dist. XIV, (2022)       |
| Marilyn Mason, Secretary Dist. XV (2022)   | Chuck Decker, Dist. X, (2021)                |
| Kay Barthold, Director Dist. XIII, (2020)  | John Swearingen, Director Dist. VIII, (2020) |
| Vacant, Director Dist. IV, (2020)          | Vacant, Director Dist. VII, (2021)           |

**Also Present:** Mutual Operations staff was represented by Clayton Clark, Building Maintenance Manager; Kelly Maki, Board Services Coordinator; and Lucy Limon, Administrative Assistant.

## **Appointment to Vacant Director Seat for Dist. VII P51-1 & P51-2**

A motion was made to appoint John Swearingen to the vacant Director seat for District VII P51-1 and P51-2. The term ends in 2021.

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

## **Members' Forum**

Residents were afforded the opportunity to express their general concerns and make comments. Topics discussed included: Bylaws.

## **Approval of Meeting Minutes**

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

|                                       |               |
|---------------------------------------|---------------|
| Regular Meeting.....                  | May 13, 2019  |
| Executive Session Meeting.....        | May 13, 2019  |
| Ballot Count Meeting District XV..... | June 6, 2019  |
| Organizational Meeting.....           | June 11, 2019 |

The aforementioned meeting minutes were approved as presented.

**Moved, Seconded, Carried 8-0-1, Director Swearingen abstained**

## **President's Report**

President Rothman reported on the most recent president's forum: discussion on owner responsibility when an invitee (such as a delivery driver, guest, contractor) causes damage to a unit or common area; lights that are being left on in vacant units by realtors; a new tool for Mutual Directors call Mutual Modifications Database.

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GRF joined the meeting and the following topics were discussed: transfer fees; more than 90 owners own more than one unit; and Rossmoor News announcement of their new website and electronic edition of the weekly newspaper.

A reminder to Directors: Write "NTE" (Not to exceed) on your approval of work orders so that any overages must come back to the Director for another approval.

## **Secretary's Report**

No report was presented.

## **Finance Committee Report and Treasurer's Report**

Treasurer Kaplan gave the following Report:

This report is based on the TWCM financial report for May 2019.

As of May 31, 2019, the TWCM bank balance was \$28,010.

TWCM expenditures in May, allocated to the projects was \$5,651. Legal services from Hughes Gill Cochrane was \$2,792. Board Office mailings and June 11th Flyer services from Integrity was \$1,755. 2018 Annual Audit Report mailing by USPS was \$1,103.

TWCM Owner Billables (amounts owed by owners to their project) as of May 31, 2019 was \$107,859. The project range is from \$200 to \$33,032.

TWCM Assessments (Coupon) Owed as of May 31, 2019 was \$35,173.

- a. **Motion that the Mutual Funds Report has been reviewed by the Treasurer and all Directors:** The motion was made for the May 31, 2019 Mutual Funds Report.  
**Moved, Seconded Carried 8-0-1, Director Swearingen abstained**
- b. **Motion that all Directors have reviewed their Project Specific Financials:** The motion was made for all Project Specific Financial Reports ending on May 31, 2019.  
**Moved, Seconded Carried 8-0-1, Director Swearingen abstained**

## **Building and Maintenance Committee**

A staff report by Clayton Clark was provided in the Board Packet. The committee had no report to give this month.

- I. **Appoint Committee Members:** A motion was made to appoint Marilyn Mason, Dale Harrington, Roxanne Stallings, Joe Tracy, and Chuck Decker as members.  
**Moved, Seconded, Carried 9-0**

## **Landscape Committee**

A staff report by Steve Ormond was provided in the Board Packet. The committee had no report to give this month.

- I. **Appoint Committee Members:** A motion was made to appoint Floyd Yearout, Marie Kahn, and Paula Erickson as members.  
**Moved, Seconded, Carried 9-0**

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## Governing Documents Committee

The committee had no report to give this month.

- I. Appoint Committee Members: A motion was made to appoint Marilyn Mason as Vice Chair and Nan Warren, Gery Yearout, and Roxanne Stallings as members.  
**Moved, Seconded Carried 8-0-1, Director Swearingen abstained**

## Alterations Permit Application Review Committee

The committee had no report to give this month.

- I. Appoint Committee Members: A motion was made to appoint Kay Barthold and John Swearingen as members.  
**Moved, Seconded, Carried 9-0**

## Communication Committee

The committee had no report to give this month.

- I. Appoint Committee Members: A motion was made to appoint Nan Warren as a member.  
**Moved, Seconded, Carried 9-0**

## Emergency Preparedness Committee

The committee had no report to give this month.

- I. Appoint Committee Members: A motion was made to appoint Harris Greenberg, Fran Gibson, and Ron Mucovich as members.  
**Moved, Seconded, Carried 9-0**

## Budget & Finance/Audit Committee

The committee had no report to give this month.

- I. Appoint Committee Members: A motion was made to appoint Roxanne Stallings, Gery Yearout and Dale Harrington as members.  
**Moved, Seconded, Carried 9-0**

## Old Business

- a. **Code of Conduct and Ethics Draft:** The Board requested more time to review the draft. The item has been tabled to the August meeting.

## New Business

- a. **Discuss Entry Coordinator Training Budget:** A budget for a picnic and drill training to be held on August 20<sup>th</sup> was discussed by the Board. A motion was made to approve a \$300 budget for the event. The budget will be a shared cost billed to all projects.  
**Moved, Seconded, Carried 9-0**
- b. **Non-Confidential Board Packets:** A motion was made to approve having a non-confidential board packet created for distribution to residents who attend the monthly meetings and for uploading to the Rossmoor website.  
**Moved, Seconded, Carried 8-0-1, Director Swearingen abstained**
- c. **Composting:** The Board discussed the history of the trial composting conducted in TWCM and Director Decker discussed a composting hut designed by the MOD carpentry team that he will be using a pilot for one of his entries.

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### **Next Board Meeting**

The next Regular Meeting of the Board is scheduled for Monday, August 12, 2019 @ 9 a.m. in the Gateway Board Room.

### **Adjournment**

There being no further business, the Regular Meeting of the Board was adjourned at 10:14 a.m. and the Board moved into Executive Session.

### **Executive Session Summary**

An Executive Session was held immediately following the regular meeting where the Board discussed a variance request and held a disciplinary hearing.

### **Secretary's Certificate**

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



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**Assistant Secretary**

Third Walnut Creek Mutual