

THIRD WALNUT CREEK MUTUAL

REGULAR SESSION MEETING MINUTES OF THE BOARD
MONDAY, AUGUST 14, 2017 AT 9:00 A.M.
BOARD ROOM, GATEWAY COMPLEX
1001 GOLDEN RAIN RD., WALNUT CREEK, CA 94595

Call to Order

President McDonnell called the Regular Meeting of the Board of Directors of Third Walnut Creek Mutual (TWCM) to order at 9:02 a.m.

Roll Call

Directors Present:

John McDonnell, President X	Hillery Trippe, Director District VII
Gery Yearout, Vice President XI	Jack Case, Director District V
Judy Bank, Vice President XV	Toby Dicker, Director District VIII
Kathy Poling, Secretary III	Claire Wolfe, Director District XII
Christine Monsen, Treasurer XIV	Kay Barthold, Director District XIII
Arylss Rothman, Director District IX	Vacant, Director District IV

Also Present: Mutual Operations staff was represented by Paul Donner, Director of Operations; Rick Chakoff, Chief Financial Officer; Rebecca Pollen, Landscape Manager; Kelly Mattison, Board Services Coordinator; Melissa Ward, Esq., Hughes Gill Cochrane Tinetti.

Approval of Meeting Minutes

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

Regular Meeting of the BoardJuly 10, 2017

A motion was made to table the July 10, 2017 draft minutes of the regular meeting of the Board until the September meeting so that corrections can be considered.

Moved, Seconded, Carried 10-1, Director Rothman Voted No

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

Executive Meeting of the BoardJuly 10, 2017

The minutes were approved as amended.

Moved, Seconded, Carried 11-0

Members' Forum

Residents were afforded the opportunity to express their general concerns and make comments. The following topics were expressed by residents: CC&Rs, Policy 56/Private Gardens, Alterations, Elections, and Legal Costs.

THIRD WALNUT CREEK MUTUAL

President's Report

President McDonnell presented the following topics that were discussed during the Presidents' Forum:

- Rick Chakoff went over the MOD Financials.
- Paul Donner discussed MOD staffing levels and announced that 2 new Irrigation Technicians and 1 Landscape Field Supervisor will be added.
- Work Order Desk Procedures

Secretary's Report

A report was not presented.

Treasurer's Report

Treasurer Monsen presented the following Treasurer's Report:

- The Third Walnut Creek Mutual maintains a checking account at City National Bank.
- The beginning balance as of 5/31/17 was \$20,382.02.
- The ending balance as of 6/30/17 was \$19,345.86.
- The Aging Report reflects amounts owed the projects for overdue coupon payments and late fees.
- The amount owed to all projects as of 6/30/17 amounted to \$16,291.28.
- The Owner Billable Report reflects amounts owed all the projects for overdue payments that are billable to owners for work done to their manor for work not covered by the coupon.
- The amount owed to all projects as of 6/30/17 was \$99,393.22.

Budget and Finance Committee

Resident comments were taken at the recent meeting on August 7th. The meeting was not officially held and will be rescheduled in October.

Building and Maintenance Committee

The following report was given in regard to the Building Maintenance Committee Meeting held on July 28, 2017:

1. There were two members of the committee in attendance, one TWCM Board Member, one contributing resident, three other residents, and Clayton Clark.
2. There were no comments from residents.
3. Clayton Clark provided the status of work in each project, and reported that due to some future staffing changes, there may be delays in the rehabilitation schedules.
4. Those in attendance discussed the roles and responsibilities of the subcommittees.
5. The Committee discussed the need to review the current policy regarding hard surface flooring in upstairs units. Some Mutuals have begun to allow hard surfaces in more than the kitchen, bathroom/utility rooms. Christine Monsen agreed to get a sense of the Board about looking in to the issue.
6. The Committee also discussed the potential need for a policy regarding BBQs on balconies, for safety purposes due to flare-ups when the BBQs are unattended. Christine Monsen agreed to get a sense of the Board about looking in to the issue.
7. There were no objections to the committee working on hard surface flooring and BBQs

THIRD WALNUT CREEK MUTUAL

on balconies for the Board.

Landscape Committee

The following report was given:

Lawn Maintenance: Weekly mow schedule, alternating front and back edging every other week. Fertilize with Sulphur coated urea.

Entry Maintenance: Once a month routine maintenance. Ground cover trimming, shrub pruning, and weed control.

Tree Maintenance: Waraner Brothers will be maintaining trees in Projects 42, 44, and 45.

Landscape Rehabs: Our in-house crew will be working in Projects 64, 36, and 37 for the month of August. Directors to contact Steve Ormond for their upcoming landscape rehabilitation walk through.

Governing Documents Committee

The Governing Documents Committee met on July 25th for a three hour special meeting to look at the current draft of the CC&Rs. Every meeting so far has been open to residents who wished to attend. The mission statement for the committee that was established in February was discussed.

Alterations Review Committee

A report was not presented.

Audit Committee

A report was not presented.

Communication Committee

There has been a plethora of coverage in the Rossmoor News; it was the first time that the Mutual had a reporter in the meeting. The first article that appeared was solely written by that person with no outside input as far as the committee knows. The second article was written by Secretary Poling detailing various topics that were discussed by the board during the open session meetings with general rundowns of the meeting all together.

Emergency Preparedness Committee

The committee held their monthly meeting and are currently preparing for the Safety Fair that will be held on September 23rd. The Committee will be doing 4 mini presentations during the fair every hour on the half hour, with topics ranging from water to basic first aid techniques. A project is being planned for the Fall of this year where all entry coordinators throughout Rossmoor (not just TWCM) will be invited to a picnic type gathering that focuses on training entry coordinators on emergency preparedness drills.

Draft of Revised & Restated Governing Documents, CC&Rs and Bylaws; For Board Acceptance to Send to Membership

THIRD WALNUT CREEK MUTUAL

A motion was made to have the draft of CC&Rs of the Third Mutual go out for review by the members for thirty days upon approval by the Board. During this time, at least 4 meetings will be held for the members to discuss and give input. Then there will be a two week period for this input to be incorporated into the proposed CC&Rs by the Committee. At that time, the CC&Rs will be brought before the Board for approval as a draft to again be sent out to residents for another 30 day period. After that time, voting may take place on the new draft. The process shall be repeated as needed until passage of the CC&Rs.

There was discussion on the wording of the motion and it was amended to the following:

The draft of the CC&Rs of the Third Mutual shall go out for review by the members. During this time, at least four (4) meetings will be held for the members to discuss and give input. Additional meetings may be held. Then there will be a return of the information to the Task Force to be incorporated into the proposed CC&Rs and then forwarded to the Governing Docs Committee for their approval. At that time, the CC&Rs will be brought before the Board for approval to be sent out to the residents for another review period.

Moved, Seconded, Carried 6-5, Directors Bank, Monsen, Poling, Dicker, and McDonnell voted No

Policy 56: Owner-Initiated Alterations/Owner Maintained Gardens

The Board reviewed and discussed Policy 56: Owner-Initiated Alterations/Owner Maintained Gardens. A motion was made to adopt policy 56 as presented to the Board and under the advice of legal counsel.

Moved, Seconded, Carried 6-5, Directors Monsen, Rothman, Wolfe, Barthold, and Poling voted No.

Policy 51.4.0: Construction in Common Areas

The Board reviewed and discussed Policy 51.4.0: Construction in Common Areas.

Tabled, pending additional review and discussion by the board.

Introduction of Kelly Mattison, CMCA

The Board introduced Kelly Mattison, CMCA as the new Board Service Coordinator for Third Walnut Creek Mutual.

CPA Engagement Letter

The Board reviewed and discussed the CPA engagement letter from Bong Hillberg Lewis Fischesser LLP. A motion was made to approve Bong Hillberg Lewis and Fischesser LLP to perform the annual audit and tax preparation at the same rate of last year.

Moved, Seconded, Carried 11-0

Appointment Changes for the Building Maintenance Committee

A motion was made to approve the addition of one board member and three owners to the Building Maintenance Committee as follows:

THIRD WALNUT CREEK MUTUAL

Directors:	Alt/ Permit	Audit	B&F	Bldg. Maint.	Comm.	Gov. Docs.	Land-scape	Emer. Prep
Judy Bank	X	X				Chair		
Kay Barthold	X		X					
Jack Case	Chair			X				
Toby Dicker		Chair						
Arylss Rothman								Chair
John McDonnell	X	X	X			X		
Hillery Trippe						X		
Christine Monsen			Chair	Chair				
Kathy Poling					Chair	X		
Claire Wolfe				X			Chair	
Gery Yearout		X				X		
Members:	Alt/ Permit	Audit	B&F	Bldg. Maint.	Comm.	Gov. Docs.	Land-scape	Emer. Prep
Paula Erickson							X	
Jean Faszholz							X	
Mark Forette								X
Harris Greenberg								X
Doug Hipsley								X
John Van Duinen								X
Walt Braun				X		X		
Joe Pehl		X	X					
Stanley Stevens		X	X					
Joe Tracy				X				
Floyd Yearout							X	
Dale Harrington				X				
Jerry Foott				X				
Milford Waldroup				X				

Moved, Seconded, Carried 11-0

Next Board Meeting

The next Regular Meeting of the Board will be held on Monday, September 11, 2017 at 9:00AM, in the Gateway Board Room.

Adjournment

There being no further business, the Regular Meeting of the Board was adjourned at 12:34PM and the Board moved into Executive Session.

THIRD WALNUT CREEK MUTUAL

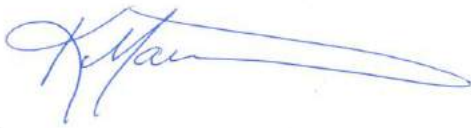
Executive Session Summary

An Executive Session was held following the open session at 12:46PM. The Board discussed Noncompliance Hearings, a Reimbursement Request, Alteration Appeals, and Legal Matters.

With no further business to discuss, the Board adjourned the Executive Session at 2:06PM.

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