

## MINUTES

### SECOND WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, NOVEMBER 15, 2018 AT 10:00 A.M. PEACOCK HALL – GATEWAY COMPLEX

President Sanford Skaggs called to order the regular meeting of the Board of Directors of Second Walnut Creek Mutual at 10:00 a.m. on Thursday, November 15, 2018 in Peacock Hall, Gateway Complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: Present: Sanford Skaggs, President  
Frank Mansfield, Vice President  
Barbara El-Baroudi, Vice President  
Mark Fehlig, Treasurer  
Michael Stotter, Secretary

Absent: None

Mutual Operations staff was represented by Paul Donner, Director of Mutual Operations; Mark Marlatte, Building Maintenance Manager; Rebecca Pollon, Landscape Manager; and Anne Paone, Administrative Secretary.

There were 15 residents in attendance.

The consent calendar consisted of:

- a. Approval of Minutes: Regular Meeting Minutes – September 20, 2108  
Executive Session Minutes – September 21, 2018  
Executive Session Minutes – October 18, 2018

*Mr. Mansfield moved to approve the Regular Meeting Minutes of September 20, 2018 and the Executive Session Minutes of September 21, 2018 and October 18, 2018, as presented. Ms. El-Baroudi seconded and the motion carried without dissent.*

- b. Approve Engagement of BHLF LLP to perform audit and authorize execution

*Mr. Mansfield moved to approve the Engagement of BHLF LLP to perform the audit and to authorize the execution. Ms. El-Baroudi seconded and the motion carried without dissent.*

## RESIDENTS' FORUM

The Resident Forum was held. Resident discussed trash bins. He would like another recycle bin.

Pothole near carport was addressed.

## LANDSCAPING REPORT – Rebecca Pollon, Landscape Manager

Ms. Pollon reported the following:

## **FALL 2018 LANDSCAPE REPORT**

MOD WORK DAYS            MOD crews have begun the plant replacement project. The finalized list is attached.

Flags indicate where plantings will go.

### **TREE ITEMS**

REMOVAL APPLICATIONS Applications are pending for the removal of 5 trees

- 3379 Tice Creek      3 Dying Alders      Pending
- 1125 Fairlawn Court 1 Dying Pine   Received
- 2740 Tice Creek Drive      1 Dying Alder Received

### **LANDSCAPE REHAB ITEMS**

PLANT REPLACEMENTS, ENTRY REHABS AND RESIDENT REQUESTS

- Canyonwood 9, and Ptarmigan 5 are scheduled to begin in November and the contractor intends to finish the project by the end of the year.

**BUILDINGS AND FACILITIES REPORT** – Mark Marlatte, Bldg. Maintenance Mgr.

Mr. Marlatte reported the following: Carpentry and Painting Maintenance-Carpentry Preventative Maintenance and Painting is on running Springs Road, entry 3 and 5; Roofing Program-Fourteen roofs have been completed for 2018; Bridge and Stair Replacements-None at this time; Deck Coating-Scheduling as required in Preventative Maintenance area and as needed; Appliance Replacements-Appliance replacement for the month of October was \$24,939.00; Roof and Gutter Cleaning-all roofs and gutters have been cleaned. Please call the order desk for additional roofs or downspouts that need to be cleaned; Manor Lube-2018 manor lube program is at 96% complete and letters have been sent to residents that have not responded; Paving and Seal Coat – Done 2018; 1200 Canyonwood Ct.-Building movement – Ned Clyde Construction preparing plans, scheduling installing of Helical test augers are done.

**TREASURER'S REPORT** – Rick Chakoff

Mr. Donner reported that for October, the reserve account balance was \$3,000,000. In October, the Mutual was \$28,684 over budget and the YTD amount was \$131,610 over budget. Utilities such as water, plumbing and mainline breaks were mostly responsible for the overage.

**PRESIDENT'S REPORT**

President Skaggs reminded the members that MOD landscaping needs to get permits from

Walnut Creek to remove trees.

He reported that the Mutual has a building maintenance program. It is an 8-10 year cycle. The Mutual is now on schedule.

The insurance expense will be higher than anticipated. Insurance gets renewed after the budget has been adopted. Events affect the premiums. Many items in the budget are estimates. It is hard to predict items such as water usage. The Mutual maintains working capital to pay bills. The contribution is increasing in working capital for 2019. The Mutual may spend approximately \$1.3 million on the 1200 Canyonwood building. The money is in reserves, but we will need to rebuild the reserves.

Mr. Skaggs reminded everyone that if they have an issue, they should call MOD first.

### RECYCLE

Mr. Fehig reported that the Mutual has finished right-sizing the trash bins. Three streets are using organics. Everyone else will begin using organics in the spring. Boxes should not be piled in the bins. Break them down or take them to MOD.

### UNFINISHED BUSINESS

Mr. Skaggs reported that there is still time to vote on the revised Bylaws. This is the third time that a Board is trying to revise them. It has been difficult to get votes in. The Bylaws are so old that they don't recognize changes in the law. Remind neighbors to vote.

### NEW BUSINESS

None

### ANNOUNCEMENTS

Mr. Skaggs announced the following meetings:

Second Mutual Regular Monthly Meeting – Thursday, January 17, 2019  
10:00 a.m. Peacock Hall – Gateway Complex

GRF Regular Board Meeting – Thursday, December 6, 2018 at 9:00 a.m.  
Peacock Hall – Gateway complex

### ADJOURNMENT

Having no further business, Mr. Skaggs adjourned the meeting at 10:40 a.m.



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Anne Paone, Assistant Secretary  
Second Walnut Creek Mutual

\*\*The Board of Directors met in executive session on September 21, 2018 following the adjournment of the open Board meeting to discuss the following:

1. Member Matters: occupancy, delinquencies, parking, and neighbor issues

Having no further business, the executive session adjourned at 12:25 p.m.

\*\*The Board of Directors met in executive session on October 18, 2018 at 10:00 in the small conference room in the Board office to discuss the following:

1. Member Matters: occupancy, delinquencies, leasing and storage in carports

Having no further business, the executive session adjourned at 10:45 a.m.