

MINUTES

SECOND WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, NOVEMBER 19, 2015 AT 9:00 A.M. PEACOCK HALL – GATEWAY COMPLEX

President Sandy Skaggs called to order the regular meeting of the Board of Directors of Second Walnut Creek Mutual at 9:00 a.m. on Thursday, November 19, 2015 in Peacock Hall, Gateway Complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: Present: Sandy Skaggs, President
Barbara El-Baroudi, Vice President/Treasurer
Frank Mansfield, Vice President
Pat Dulmage, Director
Richard Unitan, Secretary

Excused: None

Mutual Operations staff was represented by Paul Donner, Director of Mutual Operations; Rich Perona, Landscape Manager; Rick Chakoff, Chief Financial Officer; and Anne Paone, Administrative Secretary.

There were 11 residents in attendance.

APPROVAL OF THE MINUTES

The minutes of the regular Board meeting of August 20, 2015 were approved without dissent as written and reviewed.

The minutes of the regular Board meeting of September 17, 2015 were approved without dissent as written and reviewed.

RESIDENTS' FORUM

Barb Fexa, Tice Creek Dr., - Entry 7 – Ms. Fexa had concerns about the appearance of the landscaping. She provided a list to the Board members and a copy to Paul Donner. She discussed a water main break at Entry 7 and said the driveway is in bad shape. Mud is being tracked into the manors.

Pat Scalise, Tice Creek Dr., - Entry 7 – Ms. Scalise would like some projects done. Mr. Donner said he will walk the area with Mr. Marlatte.

Paul Pfeifer, Canyonwood Ct., - Entry 10 – Mr. Pfeifer noticed there is work being done on some entries to update the landscaping. He wanted to know what happens to the savings.

Mr. Perona reported that the landscaping contract fees have been reduced because of the removal of turf.

Mr. Skaggs reported that the savings have been eaten up by EBMUD increases and the surcharge for pumping water from the reservoir.

Mr. Perona explained that when a rehab is to be done in an entry, they first talk to the residents to get their input.

Mr. Pfeifer wanted to know if new appliances are covered by Mutual maintenance. Mr. Skaggs responded that they are not covered when they are purchased by the resident. Mr. Chakoff reported that funds for replacement of appliances are part of the reserve fund. This does not significantly affect the coupon.

LANDSCAPING REPORT – Rich Perona, Landscape Manager

Mr. Perona reported on the following. Lawn maintenance: Lawns will be mowed as necessary through the winter. The last fertilization will be the week after Thanksgiving. Entry Maintenance: Crews are concentrating on leaf clean up and spot spraying weeds. Tree maintenance: Waraner Brothers Tree Service handles all work orders. The work is done for the year. There are no permits pending. Landscape Rehab: The crew is currently working in Canyonwood Ct., Entry 6. It will be completed in about 2-3 weeks.

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

Mr. Donner reported on the Ptarmigan and Tice Creek retaining wall on the corner. The piers have been drilled. The steel beams have been painted and set in holes. The city needs to come out and inspect the holes. Concrete should be poured next week. Gutter cleaning is set to start December 1st. The goal is to get as many leaves off the tree before the cleaning. If a resident sees a gutter that is overflowing and will be a problem, they should call it in to MOD and they will arrange for a spot cleaning to be done.

The maintenance crews are on Ptarmigan and are progressing quicker than anticipated.

TREASURER'S REPORT – Rick Chakoff

Mr. Chakoff reported that the operating statement YTD is close to budget within \$14,300, which is surplus. The revenue is under budget by \$7,874. The overall expenses are within \$6,000 of the budget. Building maintenance is \$22,000 over budget. This is due to several small miscellaneous items. Landscaping is over budget by \$31,000 and is due to the timing of rehab projects. By the end of the year, it should come in on budget. Insurance is \$191,000 under budget. This has to do with the timing of the budget and when the insurance is actually placed. Insurance will continue to be slightly down for 2016. Utilities is over budget by \$110,000 and this is mainly in water. Professional services are over budget by \$22,000 and this is due to legal services.

Ms. El-Baroudi reported that there were 8 sales in October. The median price was \$349,500.

There have been 100 YTD sales. The median price was \$314,500.

PRESIDENT'S REPORT

Mr. Skaggs reported that the Board is revising the Bylaws. They must be approved by a majority of the members to pass. He urged the membership to vote when they receive their ballot.

The Board is also addressing the policies of the Mutual. The annual budget packet will have several policies included for member review and comment. Members should respond in written form. They may use the email address for SWCM, which is: swcm@rossmoor.com.

They may also mail or drop comments off at the Board office.

WATER CONSERVATION COMMITTEE - Dick Unitan

No report.

EMERGENCY PREPAREDNESS REPORT

Mr. Unitan reported that there was an article in the Rossmoor News about flood insurance. They have made sure that all of the drains are cleaned out to hopefully prevent flooding. He reminded everyone that flood insurance is available through their own insurance policy. The National Flood Insurance Program is run through FEMA. Building coverage is taken care of through the Mutual's policy. Some items may not be covered, so residents need to ask their agent what is or is not covered under their policy.

CERT responds in the case of a catastrophic event. They respond to information from the entry coordinators. CERT will handle rescues and medical treatment. They need areas to place their equipment. A laundry room has been converted for CERT storage. The agreement was completed with CERT and can be cancelled in 30 days. CERT has its own insurance and liability coverage.

Mr. Skaggs reported that CERT is sponsored by the City of Walnut Creek. Half of the entries have coordinators.

Mr. Skaggs reported that SWCM has a simple licensing agreement with the city and it can be terminated at will. CERT has insurance and has named SWCM as additional insured. CERT may only access the storage during daylight hours, except for an emergency, so there will be no disturbances to residents.

Mr. Unitan moved that the Board approve the license occupancy agreement with CERT for the Canyonwood laundry room in entry 11 and authorize Mr. Skaggs to sign. Ms. El-Baroudi seconded and the motion carried without dissent.

UNFINISHED BUSINESS

Ms. Dulmage reported that when the annual lube is done on a manor, they ask if the residents have their own washer and dryer in the manor. Approximately, 55% have their own laundry facilities. Ms. Dulmage counts the coins so she knows how many loads are being done in the laundry rooms.

Ms. Dulmage moved to close the Tice Creek Entry 1 laundry room, 10L2. Ms. El-Baroudi seconded and the motion carried without dissent.

Ms. Dulmage reported that, after the closure, entry 1 will have 1 laundry room, not 2.

NEW BUSINESS

Mr. Skaggs reported that there are proposed revisions to the SWCM policies that are ready to be distributed to the membership for comment.

Ms. El-Baroudi moved to authorize that 1.1, 1.2, 1.3, 1.5 and new policies 6.5, 6.6 and 8.8 be distributed to the membership for review and comment and this item be placed on the agenda for consideration at the January 2016 Board meeting. Ms. Dulmage seconded and the motion carried without dissent.

ANNOUNCEMENTS

Mr. Skaggs announced the following meetings:

Second Mutual Regular Monthly Meeting – Thursday, January 21, 2016
9:00 a.m. Peacock Hall – Gateway Complex

GRF Regular Board Meeting – Thursday, December 3, 2015 at 9:00 a.m.
Peacock Hall – Gateway complex

ADJOURNMENT

Having no further business, the meeting adjourned at 9:45 a.m.

/s/ _____
Anne Paone, Assistant Secretary
Second Walnut Creek Mutual