

MINUTES

SECOND WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, FEBRUARY 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, February 15, 2018 in Peacock Hall, Gateway Complex, 1001 Golden Rain Road, Walnut Creek, California.

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

Absent: Barbara El-Baroudi, Vice President

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

There were 17 residents in attendance.

The consent calendar consisted of:

- a. Mr. Mansfield moved to approve the Regular Meeting Minutes – January 18, 2018 and the Executive Session minutes – January 18, 2018, as presented. Mr. Stotter seconded and the motion carried without dissent.

RESIDENTS' FORUM

A resident thanked Rebecca Pollon and Dennis Bell. She and her daughter were hit in a car accident. No one was hurt and Securitas was wonderful. The Eucalyptus tree is gone.

Another resident thanked Rebecca Pollon for the removal of the Eucalyptus trees. He would like storage lockers installed in the laundry room for EPO items. He also asked if he could be reimbursed for purchasing some wrenches. Mr. Skaggs reported that in the past the Board would ask for volunteers for EPO at every meeting. They haven't done that recently. Mr. Fehlig reported that if anyone is interested they need to attend an EPO meeting and speak to Colene Trinterud. EPO meets on the first Monday of the month at Creekside at 9:30. The Community Emergency Response Team (CERT) meets on the third Tuesday of the month at 9:30 at Creekside.

Mr. Skaggs reported that Entry 1 on Stanley Dollar has space in the laundry room for EPO supplies. Mr. Fehlig asked the resident to supply plans to show the Board what size cabinet he would like to use for the materials.

Mr. Donner reported that the gas meters shouldn't be turned off unless it is a real emergency. Mr. Skaggs reminded everyone that they need to have PG&E turn the pilot lights back on.

The Board will not reimburse the resident for the wrenches because they were not consulted prior to the purchase for approval.

LANDSCAPING REPORT – Rebecca Pollon, Landscape Manager

Mr. Donner reported the sprinklers are running. If we get rain, they will be scaled back. Regular maintenance continues.

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

Mr. Marlatte reported the following: Carpentry and Painting Maintenance-Carpentry Preventative Maintenance and Painting is at entry A and AA on Tice Creek Drive; Roofing Program-Fourteen roofs planned for 2018; Bridge and Stair Replacements-Reviewing 2018; Deck Coating-Scheduling as required in Preventative Maintenance area and as needed; Appliance Replacements-Appliance replacement for the month of January was \$16,367; 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-2017 is completed. 2018 manor lube has started; Paving and Seal Coat - Preparing 2018 schedule for Board review; 1200 Canyonwood Ct.-Aquifer and building movement-Ned Clyde proposal with SWCM attorney for contract review; 1100 Singingwood Ct. #8 – Remediation continues; 3212 Tice Creek Drive – minor settlement to be addressed.

Mr. Skaggs reported that there are 236 buildings in the Mutual's Rehab program. The next cycle will be starting at the north end of Tice Creek and will move to entry D, then Fairlawn. Running Springs will be done next year. The goal is to do every building every 8 years. The Mutuals does approximately \$500,000 in roof work annually.

TREASURER'S REPORT – Rick Chakoff

Mr. Donner reported that in January the Mutual was better than budget by \$44,756. The year is just starting so the numbers will change. This is no resale report this month.

PRESIDENT'S REPORT

Mr. Skaggs reported that various contact information is posted on the website and sheets are on the sign-in table.

BYLAWS

Mr. Skaggs reported the Board is moving forward with the revisions to the Bylaws. They plan to mail them out and then have a forum for questions. The membership will then vote by a mail-in ballot. A majority is required to pass. They are being revised because they are out-of-date.

The Bylaws should be correct and in line with acceptable law. The Bylaws establish how the corporation operates. The outdated current Bylaws require HUD approval for some items. The loan has been paid off and there is no need for continued involvement of HUD. The rules for day-to-day living are covered by Mutual policies.

RECYCLE

Mr. Fehlig reported that half of the landfill items should be in the recycle bin. Canyonwood and Singingwood are happy with the changes. They will be starting on Tice Creek now. Recycle bins are picked up twice a week at no cost to the Mutual. The recycle bags are kept in the trash enclosures for residents to take. Canyonwood and Singingwood are starting with organic recycling. Pails are available for food scraps. The resident can bring this pail down to the bin to empty and then bring back home. If successful, the program will be rolled out to the entire Mutual by the end-of-the year.

Mr. Skaggs thanked Mr. Fehlig for a great job.

UNFINISHED BUSINESS

None

NEW BUSINESS

Mr. Skaggs reported that some support columns were damaged at 1537 Canyonwood when they were hit by a vehicle. The contract to rebuild is \$295,500. This cost will be reimbursed by insurance. The maximum exposure for the Mutual is approximately \$29,000.

Mr. Mansfield moved to approve the contract for 1537 Canyonwood. Mr. Stotter seconded and the motion carried without dissent.

Mr. Skaggs reported that the contract for repair of 1200 Canyonwood is still being reviewed by the attorney.

PRA Consulting, the Geo Tech engineer, will be a cost of \$35,000. The initial cost of the repairs by Ned Clyde will be \$640,565. The reserves cover these items. The Board will defer asphalt replacement. That money will help pay for 1200 Canyonwood. The Board may have to increase the coupon next year to begin to replenish reserves.

Mr. Mansfield moved to authorize Mr. Skaggs to sign the contracts for Ned Clyde and PRA once the attorney approves them. Mr. Fehlig seconded and the motion carried without dissent.

Mr. Skaggs discussed the revision to Policy 5.3 which was posted for review and comment on February 12th, preferably by email to SWCM@rossmoor.com. Oral comments will be accepted at the meeting on March 15th at which time the Board will consider adoption. This would add luxury vinyl tile to the list of approved surfaces and give the committee authority to approve other hard flooring if the applicant can show it meets the sound and other requirements. Upstairs manors may install hard flooring

only in the kitchen, bath and entry hall. Members should look at the proposed revision and send comments to the Board.

Mr. Fehlig moved to ratify the posting of the revisions to Policy 5.3. Mr. Mansfield seconded and the motion carried without dissent.

ANNOUNCEMENTS

Mr. Skaggs announced the following meetings:

Second Mutual Regular Monthly Meeting – Thursday, March 15, 2018
10:00 a.m. Peacock Hall – Gateway Complex

GRF Regular Board Meeting – Thursday, February 22, 2018 at 9:00 a.m.
Peacock Hall – Gateway complex

ADJOURNMENT

Having no further business, Mr. Skaggs adjourned the meeting at 10:55 a.m.

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

**The Board of Directors met in executive session on January 18, 2018 following the adjournment of the open Board meeting to discuss the following:

1. Member Matters – violations, outstanding balances, request for credit, termination of memberships.
No fines were imposed. A payment plan was presented to the Board and was approved in concept; partial payment was made on an account; termination hearings have been scheduled for March 15, 2018.

Having no further business, the executive session adjourned at 12:00 p.m.