

## MINUTES

### SECOND WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, FEBRUARY 16, 2017 AT 9:00 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 9:00 a.m. on Thursday, February 16, 2017 in Peacock Hall, Gateway Complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: Present: Sanford Skaggs, President  
Barbara El-Baroudi, Vice President/Treasurer  
Frank Mansfield, Vice President

Absent: Susan Williamson, Director

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 12 residents in attendance.

The consent calendar consisted of:

Regular Meeting Minutes – January 19, 2017  
Executive Session Minutes – January 19, 2017

*Ms. El-Baroudi moved to approve the consent calendar as presented. Mr. Mansfield seconded and the motion carried without dissent.*

## RESIDENTS' FORUM

The issue of parking spaces, dogs from other entries walking in garden areas, and trucks, moving vans and other vehicles blocking residents' cars were discussed.

Ms. El-Baroudi stated that residents should never be in guest parking spaces.

Mr. Skaggs suggested that residents call Securitas when they see a dog from anywhere in the garden areas. The best solution would be to identify them so the owner can receive a letter.

Mr. Skaggs commented that the Board will take a look at the area where trucks are parking. The problem is that many trucks come and go such as UPS, FedEx, and moving vans. Contractors should not be parking where they are blocking a vehicle. Call Securitas if this should happen.

## VACANCY

Mr. Skaggs announced that the Board would like to fill the vacancy that occurred with the passing of Dick Unitan.

*Ms. El-Baroudi moved to appoint Mark Fehlig to fill the vacancy. Mr. Mansfield seconded and the motion carried without dissent.*

*Ms. El-Baroudi moved to appoint Mark Fehlig to the office of Secretary. Mr. Mansfield seconded and the motion carried without dissent.*

Mr. Skaggs reported that Mr. Fehlig will remain on the Board until the next Annual Meeting in October. Mr. Fehlig is an engineer with an MBA in electrical engineering. He also works with CERT, EPO and is a HAM operator. Mr. Fehlig moved to Rossmoor about a year ago.

#### LANDSCAPING REPORT – Rebecca Pollon, Landscape Manager

Ms. Pollon reported on the following:

LAWN MAINTENANCE: Mowing is occurring every 3-4 weeks depending on weather, soil saturation and growth rates. Irrigation is OFF.

ENTRY MAINTENANCE: Entry crews are focusing on winter rejuvenation pruning of large shrubs such as Oleander and Eleagnus through winter.

TREE MAINTENANCE: We are waiting on permits to remove the following trees

3 x Eucalyptus trees on Stanley Dollar

4 x Monterey Pines that are leaning and infected with bark beetle near 1168 Leisure Lane on the hillside adjacent to Running Springs

1 x leaning Pine at 1345 Singingwood court

3 x leaning Pines with bark beetle behind the laundry room at Running Springs entry 6

2 x leaning Pines in front of 1109 Fairlawn court

Landscaping replants a tree when any tree is removed. It can be planted anywhere on the property.

LANDSCAPE REHAB: The MOD crew is continuing with plant replacements, they are now on Singingwood court. Terra landscape is currently renovating a failed lawn at 1141/1209 Ptarmigan and will begin work on Tice Creek entry 7 in mid-spring.

#### 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 12 on Tice Creek Drive; Carports; Roofing Program-Preparing 2017 final list and then contract; Bridge and Stair Replacements-Reviewing 2017; Deck Coating-Scheduling as required in Preventative Maintenance area and as needed; Appliance Replacements-Appliance replacement for the month of January was \$6,789.00; Roof and Gutter Cleaning-as needed; Manor Lube-2017 at 37%; Paving and Seal Coat-Waiting for bid cost.

Mr. Marlatte reported that there have been very few rain leaks. The Board took an aggressive approach regarding maintenance and roofs.

Due to extensive work that has been done, it is our goal to go through the Mutual every 8 years.

The manor lube is done once-a-year. If you are not available, please call the number

on the door hangar to make an appointment.

Mr. Skaggs stated that the manor lube is not voluntary. It is designed to help make residents and neighbors safe. They check smoke alarms. It is mandatory.

Mr. Donner reported that Commercial Support Services (CSS) clean the laundry rooms and garbage enclosures. They have a work force comprised of developmentally disabled adults. They can no longer cover their costs and will discontinue cleaning the laundry rooms. They asked for a raise from \$3 to \$10 per garbage enclosure.

*Ms. El-Baroudi moved to accept a one-year contract from CSS to clean each garbage enclosure at a cost of \$10 per enclosure. Mr. Mansfield seconded and the motion carried without dissent.*

Mr. Marlatte is working on getting proposals for cleaning the laundry rooms.

#### TREASURER'S REPORT – Rick Chakoff

Mr. Donner reported that there is \$2,500,000 in the reserve fund. At the end of January, the Mutual was \$56,000 better than budget. Building maintenance was over budget by \$50,000, but this is due to seasonal work such as gutter cleaning. Utilities was \$71,000 better than budget. This was due to less water usage. Landscaping was \$24,000 better than budget. These numbers are typical for this time of the year.

Mr. Skaggs stated that generally the Mutual is very close to the budget by the end-of-the-year.

Ms. El-Baroudi reported that there have been 7 resales for the month with a median price of \$325,000.

#### PRESIDENT'S REPORT

Mr. Skaggs reported that the Board is working on enforcement. Things have been quiet. The Board is still working on policies for charging vehicles and golf carts. There are limitations due to the way carports are set up. The Mutual will need requirements in place.

#### BYLAWS

Mr. Skaggs stated the Board is waiting for the draft from the attorneys. The Board would like to have these out for a vote in the first half of the year. The Board will work on the policies to simplify them. Currently, many topics are addressed in more than one Governing Document. It would be better if a topic is covered in one document and then just cross-referenced in other documents. The Board tries to administer rules fairly and effectively. Alterations are controlled by building codes.

Mr. Skaggs reminded the membership that new residents have signed a document that they are aware of the Walnut Creek City Ordinance prohibiting smoking in many areas, including multi-dwelling buildings.

#### UNFINISHED BUSINESS

None

NEW BUSINESS

None

ANNOUNCEMENTS

Mr. Skaggs announced the following meetings:

Second Mutual Regular Monthly Meeting – Thursday, March 23, 2017  
9:00 a.m. Peacock Hall – Gateway Complex

GRF Regular Board Meeting – Thursday, February 23, 2017 at 9:00 a.m.  
Peacock Hall – Gateway complex

ADJOURNMENT

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

/s/ \_\_\_\_\_  
Mark Fehlig, Secretary  
Second Walnut Creek Mutual