

MINUTES

SECOND WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, FEBRUARY 18, 2016 AT 9:00 A.M. PEACOCK HALL – GATEWAY COMPLEX

Vice President Barbara El-Baroudi called to order the regular meeting of the Board of Directors of Second Walnut Creek Mutual at 9:00 a.m. on Thursday, February 18, 2016 in Peacock Hall, Gateway Complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: Present: Barbara El-Baroudi, Vice President/Treasurer
Frank Mansfield, Vice President
Pat Dulmage, Director

Excused: Sandy Skaggs, President
Richard Unitan, Secretary

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

There were 20 residents in attendance.

APPROVAL OF THE MINUTES

The minutes of the regular Board meeting of January 21, 2016 were approved without dissent as written and reviewed.

The minutes of the executive session Board meeting of January 21, 2016 were approved without dissent as written and reviewed.

RESIDENTS' FORUM

Della Temple, Tice Creek Dr., Entry 6 – Ms. Temple wanted to know if there is a copy available of the emergency financial recovery model mentioned in the January 2015 minutes.

Mr. Chakoff will send the report to the assistant secretary to forward to Ms. Temple.

Margaret DeGraca, Stanley Dollar Dr., Entry 4 – Ms. DeGraca reported that the Sycamore trees make a huge mess. The Liquid Amber had branches pruned and 2 limbs were trimmed that the residents wanted to keep for shade. Mr. Perona will contact her regarding planting another tree.

Mr. Donner reported that with about 9,000 residents, MOD does the best that it can. The landscaping crews take direction from the foreman, not from residents, but they consider the residents' requests. Mr. Perona reported that the Sycamores are scheduled to be pruned.

Bob DeGraca, Stanley Dollar Dr., Entry 4 – Mr. DeGraca discussed that the carport area must be kept clean. Storage cabinets will be removed when the manor is sold if they are not approved. Mr. DeGraca doesn't think that the carports are being checked on Stanley Dollar.

Mike Bouduszynski, Tice Creek Dr., Entry D – Mr. Bouduszynski reported that there was a major sewer problem. There was a sewage leak between the slab and the floor. MOD was called and Roto Rooter worked the entire day and pulled out tree roots. Mr. Marlatte reported that the lines will be looked at with cameras.

Maureen Harvie, Tice Creek Dr., Entry 7 – Ms. Harvie asked what the policy is for storage on the balcony. She also reported that there is a car in entry 7 that is parking in guest parking with an expired decal. There is also a car in a carport with expired tags. Ms. El-Baroudi commented that the members need to alert the Board to issues because there are 1,387 manors and the Board can't possibly see or know everything that is going on.

Mary Ann McNamar, Ptarmigan Drive, Entry 3 – Ms. McNamar thanked the Board for the paint job. She would like to be notified when the landscape rehab is going to be done. Mr. Perona commented that notices are sent out, a meeting is set up and everyone has an opportunity for input.

Simon and Pat Trapani, Ptarmigan Dr., Entry 2 – Ms. Trapani discussed the water main break. She said it took 2 hours to turn it off because no one knew where the main shut off was located. Mr. Marlatte said there was an employee there within an hour, but he couldn't turn it off. EBMUD had to come. Mr. Marlatte met them on site. Mr. Donner reported that there is always someone on call. Mr. Marlatte responded within an hour. That was a decent response time.

Mr. Marlatte will come out to look at it Mr. Trapani's issue.

Daryl Harvey, Ptarmigan Dr., Entry 6 – Mr. Harvey would like to have a training session for residents to learn how to turn off a broken water main. Mr. Donner reported that EBMUD has a special tool that they use to turn off the valve and it takes a lot of strength to use.

Mr. Chakoff reported that when there is an insurable event, the cost is shared by all of the Mutuals, except Mutual 61 and the Waterford. The first \$10,000 is paid by the Mutual where the event occurred.

Mr. Donner reported that after hours there is one person on call. He is a contractor, not an employee of Golden Rain. Securitas appraises the situation and calls the after-hours contact person. He then calls the person that can take care of the problem. Training residents could be a liability for the Mutual and could cause more problems.

LANDSCAPING REPORT – Rich Perona, Landscape Manager

Mr. Perona reported on the following. Lawn maintenance: Lawns will be mowed as necessary through the winter. The next fertilization will be the end of February or early March. Controllers remain off.

Entry Maintenance: Crews are concentrating on leaf clean up and spot spraying weeds.

Tree maintenance: Waraner Brothers Tree Service handles all work orders.

Landscape Rehab: The crew completed the re-landscaping of the slope at the corner of Tice Creek and Ptarmigan. The crew is currently working in Canyonwood Ct., Entry 7.

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

Mr. Marlatte reported the following: Carpentry and Painting Maintenance-Carpentry PM (Preventative Maintenance) and Painting has moved to Ptarmigan Drive, Entry 1 and Entry 6 Tice Creek Drive; Roofing Program- 2016 contract completed; Bridge and Stair Replacements-Inspecting remaining bridges for 2016; Deck Coating-Scheduling as required in P.M. area and as needed; Appliance Replacements-Appliance replacement for the month of January was \$22,166; Roof and gutter Cleaning-Done, on call basis; Manor Lube-2016 manor lube is at 86%; Paving and Seal Coat-Planning 2016 schedule.

TREASURER'S REPORT – Rick Chakoff

Mr. Chakoff reported that the Mutual was under budget for January. Building maintenance was under budget by \$15,000. Landscape was over budget by \$4,000 due to seasonal tree maintenance. Utilities and water are under budget, but it is early in the year.

No sales report available.

PRESIDENT'S REPORT

No report as Mr. Skaggs is on vacation.

WATER CONSERVATION COMMITTEE - Dick Unitan

No report.

EMERGENCY PREPAREDNESS REPORT

No report.

UNFINISHED BUSINESS

Policy 8.8-Water Conservation will be tabled for next month because Mr. Unitan is not here today. The Board has taken the comments of the members into consideration.

NEW BUSINESS

None

ANNOUNCEMENTS

Ms. El-Baroudi announced the following meetings:

Second Mutual Regular Monthly Meeting – Thursday, March 24, 2016
9:00 a.m. Peacock Hall – Gateway Complex

GRF Regular Board Meeting – Thursday, February 25, 2016 at 9:00 a.m.
Peacock Hall – Gateway complex

ADJOURNMENT

Having no further business, the meeting adjourned at 10:05 a.m.

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