

## MINUTES

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

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 19, 2015 in Peacock Hall, Gateway Complex, 1001 Golden Rain Road, Walnut Creek, California.

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

Excused: None

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

There were 10 residents in attendance.

#### APPROVAL OF THE MINUTES

The minutes of the regular Board meeting of January 22, 2015 were approved without dissent as written and reviewed.

The minutes of the Executive Session Board meeting of January 22, 2015 were approved without dissent as written and reviewed.

#### RESIDENTS' FORUM

Pat & Simon Trapani, Ptarmigan Dr., Entry 2 – The question presented to the Board was when would their building be painted. They also wanted to know if they can change colors.

Ms. El-Baroudi stated that there are new colors. It will be some time before their building is painted.

Ms. Trapani also reported that the landscaping in front of her manor is not very nice. Ms. Dulmage advised her that the wall will be repainted and then the bank will be worked on.

Jeri Murphy, Leisure Lane, Entry 8 – Ms. Murphy reported that the trees next to her unit look like they need to be pruned and they look like they are dying. She is concerned that they could fall into her unit. The bank up to her manor looks bad and the landscapers don't seem to clean up after they work on the area. They blow debris into her storage unit. In general, they do a good job.

Mr. Donner recommended that she call 9888-7650 or email [workorder@rossmoor.com](mailto:workorder@rossmoor.com) to put a work order in. This creates a paper trail and gets it into the system.

Paul Pfeifer, Canyonwood Ct., Entry 10 – Mr. Pfeifer reported that the retaining wall blocks were cleared away yesterday. He was concerned if a delivery person should fall who would be responsible? It seems people have created a foot path.

Mr. Skaggs reported that it is a liability issue. If people ignore established paths and fall, it probably would not be the Mutual's responsibility. He also wondered if it will take longer to install low-flow items if the Mutual is doing it. Ms. El-Baroudi reported that there was an article in the Rossmoor News that explained it will be done at the manor lube. There will no extra cost.

The Board will address the foot path issue.

Ms. El-Baroudi explained in response to Ms. Murphy's question about how work is done in the Mutual that first the rehab is done to a building and then the landscape follows.

#### LANDSCAPING REPORT – Rich Perona, Landscape Manager

Mr. Perona reported on the following. Lawn maintenance: lawns will be fertilized week of Feb. 23; irrigation controllers remain off except for inspections and new plantings. Entry Maintenance: crews are concentrating on leaf removal, pruning large shrubs and small trees; they will spot spray weeds as necessary. Tree maintenance: Waraner Brothers Tree Service handles all work orders. Landscape rehab: the crew completed the Singingwood Ct entry 4 and are now working in entry 2; a meeting will be held on Friday Feb. 20 with residents. Rich presented a plan for turf removal between entries AA and B on Tice Creek Dr. First Mutual and Second Mutual share ownership regarding that property. First Mutual's estimated cost would be \$26,444, less an anticipated EBMUD rebate of \$9,500. Second Mutual's estimated cost would be \$12,090, less an anticipated EBMUD rebate of \$3,200. Dick Unitan will contact the Lions Club to see if they are interested in making a donation to help offset the cost.

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

Mr. Marlatte reported on the following. Carpentry and painting maintenance: carpentry and painting has moved to Canyonwood Ct. entry 2 and Ptarmigan Dr. entry 2. Roofing program: roofs, laundry rooms and carports have been specified and detailed; scheduling of jobs is in progress. Bridge and stair replacements: inspecting remaining bridges for 2015. Deck coating: scheduling as required in P.M. area and elsewhere as needed. Appliance replacements: \$19,155.00 for the month of January. Roof and gutter cleaning: on an as needed basis. Manor lube: 2015 manor lube has started. Paving and seal coat: scheduling in progress for finishing Tice Creek Dr. entry 5.

#### TREASURER'S REPORT – Rick Chakoff

Mr. Chakoff reported that the Mutual overall is \$38,000 under budget, \$45,000 over budget in building maintenance due to gutter cleaning. Utilities are under budget mainly because the irrigation is not on. The Mutual is under budget by \$20,000 in insurance. The budget looks fine.

Mr. Dunning reported there were 7 resales in January with a median price of \$230,000. Year-to-date is the same.

#### PRESIDENT'S REPORT

No Report

#### WATER CONSERVATION COMMITTEE - Dick Unitan

No report.

EMERGENCY PREPAREDNESS REPORT – Rose Kasmai

Mr. Unitan reported that the EPO has a new Board President. The committee members are Colene Trinterud, President; Kerin Baker, Vice President; Fran Owre, Treasurer and Sheila Gorsuch, Secretary. EPO trains entry coordinators. In an emergency, the coordinators will check on people and then report to CERT. CERT will follow-up. The new Board of EPO is very active, but entry coordinators are still needed.

TARC REPORT – Clay Dunning

Mr. Dunning reported that the committee will meet this Friday. Mel Fredlund, TARR committee chair, communicated that the TARR committee has completed its preliminary work on the restated trust agreement. He advised the Mutuals that May 31 is the deadline for approval or rejection of the Trust. The TARR Committee will disband if it is not approved. The SWCM committee will make recommendations to the SWCM Board to accept or decline.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ANNOUNCEMENTS

Mr. Dunning reported that the SWCM Trust Committee will meet in the conference room in the Board office. The focus will be on proposed amendments.

Ms. El-Baroudi announced the following meetings:

Second Mutual Regular Monthly Meeting – Thursday, March 19, 2015  
9:00 a.m. Peacock Hall – Gateway Complex

GRF Regular Board Meeting – Thursday, February 26, 2015 at 9:00 a.m.  
Peacock Hall – Gateway complex

Trust Agreement Review/Revision – Friday, March 13, 2015  
9:30 a.m. Board Room (Gateway)

ADJOURNMENT

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

/s/

---

Dick Unitan, Secretary  
Second Walnut Creek Mutual