

## MINUTES

SECOND WALNUT CREEK MUTUAL  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
THURSDAY, MARCH 23, 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, March 23, 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  
Mark Fehlig, Secretary  
Susan Williamson, Director

Absent: None

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

There were 14 residents in attendance.

The consent calendar consisted of:

- a. Regular Meeting Minutes – February 16, 2017  
Executive Session Minutes – February 16, 2017
- b. Approve Contract with Five Star Painting & Construction for Cleaning of Laundry Rooms
- c. Approve Contract with Hogue Roofing Consultant for Carport Inspections

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

## RESIDENTS' FORUM

A resident attended the meeting and was upset with a letter she received from the Board about resolution to a complaint she registered regarding smoking.

Mr. Skaggs explained that a hearing was held in closed session per the civil code. He was advised that the City of Walnut Creek had closed the case. There was no action that the Board could take based on the information provided to them. He suggested that the resident pursue other avenues such as continuing to call the City of Walnut Creek or perhaps take the matter to small claims court.

A resident had questions regarding parking vehicles in the Mutual.

Mr. Skaggs explained that parking is limited. One vehicle per manor may park in the

entry.

The Board will be working on the policies and its goal is to clarify the rules as much as possible.

A resident had an issue with landscaping not being taken care of properly. Mr. Skaggs asked her to email the Board with specifics.

#### APPOINTMENT OF DIRECTOR

Mr. Skaggs advised the membership that if anyone is interested in serving on the Board at some time, they should let a Board member or the Board office know and the Board will keep a list of names.

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

Due to Ms. Pollon's absence, Mr. Skaggs reported that the Board received a report from Ms. Pollon. Standard work is being performed.

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

Mr. Marlatte reported that the goal is to go through the Mutual every eight years. Approximately 21% of the manors have had their manor lube check completed. Over time, every manor will have the 10-year battery smoke detector installed. Notices are provided one-two weeks prior to carpentry and other prep work needed for painting the buildings. The actual painting notice is provided one week prior to beginning the work.

#### TREASURER'S REPORT – Rick Chakoff

Mr. Donner reported that the February financials show the operating fund has a balance of \$82,454. The reserve fund has a balance of \$2,696,746. The Mutual is \$100,000 better than budget, but it is very early in the year. Building maintenance was over budget by \$75,000. The Mutual is tracking very close to its budget. Mr. Marlatte stated that drainage will go over budget due to the excessive rain. The ground and trees are saturated.

#### PRESIDENT'S REPORT

Mr. Skaggs reported that he and Ms. El-Baroudi met with the auditors. It is a clean audit with no issues. The reserves continue to increase. The Board has a goal of building the reserve fund up to \$3,000,000.

He reminded the membership that there is no storage allowed in the carports. The Board may approve auxiliary cabinets. Some residents just install cabinets without an application. The Mutual must comply with Building Codes.

The Board has approved a contract for carport inspections. Residents should consider cleaning out their carports of unlawful storage before the Board calls them to a hearing.

The meeting minutes will reflect the executive session from the February meeting.

## BYLAWS

Mr. Skaggs reported that the Board will meet with the attorney to review the changes to the Bylaws. The Board hopes to have them out to the membership about June. The membership needs to approve the Bylaws.

It has been necessary to revise them. They still contain the requirement for HUD consent on some matters. All HUD insured mortgages have been paid off, so there is no need for HUD to be involved.

Additionally, the Bylaws need to be brought in compliance with state laws.

After the Board has completed the Bylaws, it will work on the policies.

## UNFINISHED BUSINESS

None

## NEW BUSINESS

Mr. Skaggs announced the results of the Comcast survey. It was 2 to 1 against the offered options of DVR and telephone service. The responses represented about one third of the Mutual.

This will be placed on the agenda for the September meeting and the Board will decide whether to accept the offer from Comcast.

## ANNOUNCEMENTS

Mr. Skaggs announced the following meetings:

Second Mutual Regular Monthly Meeting – Thursday, April 20, 2017  
9:00 a.m. Peacock Hall – Gateway Complex

GRF Regular Board Meeting – Thursday, March 30, 2017 at 9:00 a.m.  
Peacock Hall – Gateway complex

## ADJOURNMENT

Having no further business, Mr. Skaggs adjourned the meeting at 10:00 a.m.

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

\*The Board of Directors met in executive session at 9:50 a.m. on February 16, 2017 following the adjournment of the open Board meeting to discuss the following:

1. Illegal subleasing of a manor. The issue was resolved with no action taken.
2. Smoking-2 separate resident issues regarding smoking inside their manors. Pending confirmation from the Walnut Creek City Inspector that the cases have been closed, no actions will be taken.

Having no further business, the executive session adjourned at 10:15 a.m.