

MINUTES

SECOND WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, MARCH 24, 2016 AT 9:00 A.M. PEACOCK HALL – GATEWAY COMPLEX

President Sandy 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 24, 2016 in Peacock Hall, Gateway Complex, 1001 Golden Rain Road, Walnut Creek, California.

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

Excused: None

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 11 residents in attendance.

Mr. Skaggs introduced the new CEO, Tim O'Keefe. Mr. O'Keefe complemented the community. He thinks that Rossmoor is beautiful and he thanked everyone for volunteering. He appreciated being invited to the Mutual meeting.

APPROVAL OF THE MINUTES

The minutes of the regular Board meeting of February 18, 2016 were approved without dissent as written and reviewed.

The minutes of the executive session Board meeting of February 18, 2016 were approved without dissent as written and reviewed.

RESIDENTS' FORUM

Phyllis Gschwend, Leisure Lane, Entry 7 – Ms. Gschwend wanted to know if the Mutual pays for the electricity in the carports. She was advised that the Mutual does pay for the electricity. She also wanted to know if the Mutual pays for the charging of golf carts. Mr. Skaggs reported that the owner of the golf cart is charged for the electricity. There is an annual fee. Ms. Gschwend asked if disaster supplies could be stored in the laundry room. Mr. Marlatte will meet with her and they can look at the laundry room together.

Pat Scalise, Tice Creek Drive, Entry 7 – Ms. Scalise reported that many carports are not cleaned. She wanted to know how often they are checked. Mr. Skaggs reported that the Mutual has volunteers that go through the Mutual periodically. If the resident doesn't respond, they are called to a Hearing. He advised the membership if they see something to report it to MOD or the Board office.

Ms. Scalise had a question about her steps because the paint is wearing off. Mr. Marlatte will check.

Barb Fexa, Tice Creek Drive, Entry 7 – Ms. Fexa wanted to know when her building will be painted and if the residents select the colors. Mr. Skaggs reported that the residents are contacted and colors will be discussed. Mr. Marlatte explained that they go through the building extensively. Sometimes siding is removed and new paper is installed with flashing. Dry rot is repaired. Fire wall material is installed in various locations on the building. Mr. Mansfield reported that the paint colors have already been determined, as he chooses the colors.

Ms. Fexa also wanted to discuss parking. Trucks pull up to the steps that go up to the units and resident cars get blocked in. There was some discussion, but a solution was not decided. Ms. Fexa congratulated Dennis Bell because he is getting the equipment that monitors the speed of vehicles. She had some questions, but Mr. Skaggs advised her that this is actually a GRF responsibility, not the Mutual.

Mr. O'Keefe reported that one or two radar devices are mobile so they can move from location to location. There will be a proposal for a new traffic study.

Ms. Fexa thanked the Board for paying attention to her requests.

Mark Fehlig, Canyonwood Court, Entry 9 – Mr. Fehlig reported that he is active with CERT and is a HAM Radio operator. He discussed electrical vehicle charging (EVC) in the carports. Mr. Skaggs stated that the Mutual has been struggling with EVC. It was decided that he would be a good test case. He will contact Mark Marlatte to discuss the particulars. There is a red Subaru that has been parked in entry 9 for about three weeks.

A resident on Leisure Lane, entry 7 reported problems with outside flooding. The drain is not sufficient to handle the water. Mr. Marlatte will check it.

LANDSCAPING REPORT – Rich Perona, Landscape Manager

Mr. Perona reported on the following. Lawn maintenance: Lawns mowing will occur weekly. Lawn areas are being treated for broadleaf weeds. Areas were fertilized. Irrigation will remain off as long as possible; system checks are underway for leaks or breaks. Entry Maintenance: Crews are concentrating on pruning of Oleander and junipers and spot spraying weeds.

Tree maintenance: Waraner Brothers Tree Service handles all work orders. We will be removing 7 dead trees, due to the drought. The Monterey Pines are a coastal tree and they are used to more water. Beetles get in and kill them. The trees will be replaced.

Landscape Rehab: The crew is currently working in Canyonwood Ct, entry 7. Several projects to be presented to the Board for approval.

Rich Perona and Pat Dulmage will meet with the residents for the next entry.

Ms. Dulmage reported that 3300 Tice Creek rehab was started in 2015. This rehab is out of sequence from the rehab work currently progressing on Canyonwood. This building had the original huge junipers by each front entry and spreading junipers under the front windows. The fire department would like all junipers removed because they can be a fire hazard. The proposal being presented will complete the full rehab of 3300 Tice Creek. When the progressing rehab crew begins work in this area, building 3300 will be bypassed.

Ms. Dulmage moved to approve the proposal from Terra Landscaping for 3300 Tice Creek Dr., Entry 11, in the amount of \$15,965. Ms. El-Baroudi seconded and the motion carried without dissent.

3411 Tice Creek is a one story building with 3 manors. The proposal is for the front of units #1-2 and the side of unit #3.

Ms. Dulmage moved to approve the proposal from Terra Landscaping for 3411 Tice Creek Dr., Entry 16 in the amount of \$5,530. Mr. Uitan seconded and the motion carried without dissent.

The final proposal is for Tice Creek Dr., Entries 15, 17; the front of 3410, 3450 and 3474.

Ms. Dulmage moved to approve the proposal from Terra Landscaping for Tice Creek Dr., Entries 15 and 17 in the amount of \$10,900. Ms. El-Baroudi seconded and the motion carried without dissent.

Mr. Donner reported that the Mutual contract with Terra Landscaping is for grounds and lawn maintenance. They can charge extra for certain items.

It was announced that Mr. Perona will be retiring in May. He will bring the new landscape manager to the next meeting.

Mr. Skaggs thanked Mr. Perona for his service to the Mutual.

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

Mr. Marlatte reported the following: Carpentry and Painting Maintenance-Carpentry PM (Preventative Maintenance) and Painting is at entry 6 and entry 20 on 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 February was \$8,467; Roof and Gutter Cleaning-Done, on call basis; Manor Lube-2016 manor lube is at 86%; Paving and Seal Coat-Planning 2016 schedule.

Mr. Marlatte reported there were 2 water main breaks. In Entry 16, they are working on a 2" main line.

The Mutual will do carports and laundry room roofs this year.

TREASURER'S REPORT – Rick Chakoff

Mr. Chakoff reported from the operating fund summary report through February. The Mutual is better than budget by \$60,000. Building maintenance is over budget due to gutter cleaning. Landscaping is \$17,000 better than budget. This is due to the timing of projects and will ultimately be spent. Utilities was better than budget due to less water usage. Insurance is better than budget. The policies came in under the estimated cost. There were some events and the shared deductible will take effect.

Mr. Skaggs reported that the Mutual has not only met, but done better than the goals set by EBMUD regarding conservation of water.

Mr. Skaggs reported that the Board of Directors is in compliance with the Davis-Stirling civil code #5500 and in fact, reviews the financials on a monthly basis. Civil Code #5500 states:

Unless the governing documents impose more stringent standards, the board shall do all of the following:

- (a) Review a current reconciliation of the association's operating accounts on at least a quarterly basis.
- (b) Review a current reconciliation of the association's reserve accounts on at least a quarterly basis.
- (c) Review, on at least a quarterly basis, the current year's actual reserve revenues and expenses compared to the current year's budget.
- (d) Review the latest account statements prepared by the financial institutions where the association has its operating and reserve accounts.
- (e) Review an income and expense statement for the association's operating and reserve accounts on at least a quarterly basis.

Ms. El-Baroudi moved to certify that the Board had received and reviewed the records listed in civil code #5500. Ms. Dulmage seconded and the motion carried without dissent.

No sales report available.

PRESIDENT'S REPORT

No report as Mr. Skaggs was on vacation. Everything is fine.

WATER CONSERVATION COMMITTEE - Dick Unitan

No report.

EMERGENCY PREPAREDNESS REPORT

Mr. Unitan reported that they are still looking for coordinators. They will be the first responders. They will check on the residents and report to CERT. CERT provides assistance, triage and transportation. HAM operators will coordinate with CERT. Contact Mr. Unitan if you would like to volunteer.

BYLAWS

Mr. Skaggs reported that he and Dick Unitan are working on revising them. He reminded the residents to cast their ballot when asked to vote later in the year.

UNFINISHED BUSINESS

Mr. Skaggs reported that the Board has incorporated member suggestions and comments into the new 8.8 Water Conservation policy.

Mr. Uitan reported that this is the first time there is a water conservation policy for Second Walnut Creek Mutual. Everyone has suffered through the drought for the last four years. There are 293 billion gallons of water in 154 reservoirs. Twenty-five percent state-wide rationing is still in place. In 2015, many Mutuals reduced their water usage by 25% or more.

Mr. Uitan moved to adopt the new 8.8 Water Conservation policy as an addition to the Mutual policies. Ms. El-Baroudi seconded and the motion carried without dissent.

NEW BUSINESS

None

ANNOUNCEMENTS

Mr. Skaggs announced the following meetings:

Second Mutual Regular Monthly Meeting – Thursday, April 21, 2016
9:00 a.m. Peacock Hall – Gateway Complex

GRF Regular Board Meeting – Thursday, March 31, 2016 at 9:00 a.m.
Peacock Hall – Gateway complex

ADJOURNMENT

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

/s/ _____
Dick Uitan, Secretary
Second Walnut Creek Mutual