

MINUTES

SECOND WALNUT CREEK MUTUAL
REGULAR MEETING OF THE BOARD OF DIRECTORS
THURSDAY, APRIL 20, 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, April 20, 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 Rick Chakoff, Chief Financial Officer; Rebecca Pollon, Landscape Manager; Mark Marlatte, Building Maintenance Manager; and Anne Paone, Administrative Secretary.

There were 15 residents in attendance.

The consent calendar consisted of:

- a. Regular Meeting Minutes – March 23, 2017
Executive Session Minutes – March 23, 2017
Mr. Mansfield moved to approve the minutes as presented. Ms. Williamson seconded and the motion carried without dissent.
- b. Adopt Resolution re City National Bank checking accounts
Mr. Mansfield moved to approve the resolution re City National Bank checking accounts. Ms. Williamson seconded and the motion carried without dissent.
The bank resolution is as follows:
RESOLVED: The President, any Vice President, the Secretary or the Treasurer of this Company is and at all times was authorized to enter into deposit, fund transfer, brokerage, investment, treasury management and deposit service agreements with City National Bank or City National Securities, Inc. on behalf of this Company and to designate from time to time who is authorized to withdraw funds, initiate payment order and otherwise give instructions on behalf of this Company with respect to its deposit and Brokerage accounts. RESOLVED FURTHER: This authorization is in addition to any other authorizations in effect and shall remain in full force until City National Bank and City National Securities,

Inc., receive written notice of its revocation at the address(es) and in the manner designated by them.

- c. Ratify execution of two Agreements with City National Bank re checking accounts executed March 29, 2017

Mr. Mansfield moved to ratify the execution of two Agreements with City National Ban re checking accounts executed March 29, 2017. Ms. Williamson seconded and the motion carried without dissent.

RESIDENTS' FORUM

A resident thanked the Board for their help and their kindness when resolving her problem.

Landscaping under the stairs was discussed. This is a resident responsibility. The Board will review the policy.

Rodent issues were addressed. Residents should call the work order desk for pest control.

The balcony rails have mildew and the paint is chipping. Mr. Marlatte will take a look on Leisure Lane.

A resident commented that he doesn't think the Board should approve the Comcast offer for the DVR and phone service. Mr. Skaggs stated it is on the agenda for September. The Board is still considering it.

A resident wanted to know if the Mutual has a disaster recovery plan, especially for earthquake damage. He also asked that the Board consider seismic retrofitting. He felt the G-11 buildings really need it.

Mr. Skaggs reported that a disaster recovery plan is on the Board's agenda. The Board needs to look at the risk assessment. Residents are resistant to increasing the reserves for a fund. Damage is hard to predict. The Board will get new estimates for the cost of retro-fitting.

Mr. Fehlig reported that the California Earthquake Authority offers loss-of-use and assessment protection.

Mr. Mansfield stated that everyone should have a renter's policy. That would cover loss-of-use.

Mr. Chakoff reported that there will be an educational session, valley-wide, on June 1 that will discuss insurance.

A resident had a problem with murky water coming from her faucet. It takes a while to clear. Mr. Marlatte will get back to her.

APPOINTMENT OF DIRECTOR

Mr. Skaggs advised the membership that if anyone is interested in serving on the Board they should advise the Board or the Board office.

LANDSCAPING REPORT – Rebecca Pollon, Landscape Manager

Ms. Pollon reported the following:

LAWN MAINTENANCE: Turf mowing will resume on a weekly or bi-weekly (every other

week) basis as the weather dries. Aerating, spring fertilization and treatment for grubs will take place in the coming weeks. Irrigation is now ON. The system is checked regularly but if leaks or 'geysers' are spotted please report them to the work order desk as soon as possible.

ENTRY MAINTENANCE: Entry maintenance crews are moving to their spring/summer schedule pruning shrubs for size control. Call the work order desk if it appears that a shrub has been missed.

TREE MAINTENANCE: The removal of the Eucalypts in Stanley Dollar has been delayed due to nesting hawks. The removals will now take place once the nest has been vacated, sometime after October (per requirements by Dept of Fish and Wildlife).

A pine leaning dangerously towards a building on Tice Creek near the corner of Canyonwood was removed last week.

Permits have been received for the removal of a pine tree severely damaging sidewalks and the driveway at Canyonwood entry 1 as well as two pines leaning towards 3411 Tice Creek and an unhealthy and leaning pine adjacent to 1100 Leisure Lane.

A permit has also been received for phase three of the removal of pines on the hillside at the end of Running Springs road that are infected with rust gall.

LANDSCAPE REHAB: The MOD crew is in the process of its compost and mulch application on all odd entries in SWCM. Even entries will be addressed in 2018. They have completed Running Springs Road and are progressing through Leisure Lane. They will continue moving south along the west side of the street and return along Tice Creek Drive last. The majority of the Tice Creek entry 7 rehab has been completed but there are some small details that have yet to be taken care of.

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 and entry 13 Tice Creek Drive; Roofing Program-Preparing 2017 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 March was \$35,541.00 (\$20,000 in water heaters); Roof and Gutter Cleaning-as needed; Manor Lube-2017 at 29%; Paving and Seal Coat-Scheduled for April 24th; 1200 Canyonwood Ct.-Aquifer and building movement-Ned Clyde engineer meeting April 21st.

Mr. Skaggs reported that the building is moving due to water in the concrete. The Mutual is hoping to work with Ned Clyde to develop a plan. Reserves should cover the costs. At the moment, there is no threat of the building being red-tagged. Mr. Marlatte and Mr. Mansfield will meet with Ned Clyde.

Ms. El-Baroudi moved to authorize the president to negotiate and execute a time & materials contract with Ned Clyde Construction. Mr. Mansfield seconded and the motion carried without dissent.

TREASURER'S REPORT – Rick Chakoff

Mr. Chakoff reported that the March operating fund had a surplus to budget of \$135,000. Building Maintenance was over budget by \$90,000. \$69,000 of that is due

to timing such as roof leaks and gutter cleanings. Utilities is under budget by \$160,000, which is mostly due to rain. The budget is on track.

Ms. El-Baroudi reported that there were 8 sales in February at a median price of \$427,500. There were 11 sales in March at a median price of \$395,000. YTD there were 26 sales at a median price of \$372,500.

PRESIDENT'S REPORT

Mr. Skaggs reported the Mutual has an inspector to inspect the carports. No storage or cabinets are permitted unless there is an alteration permit issued. Some residents have placed cabinets in carports because they have not read the policies. The inspector will move through the Mutual in an orderly manner. Residents should think about cleaning up their carports so they can avoid being called to a hearing. There will be an article in the Rossmoor News.

There is a new service called Nixle. Residents will be notified of emergencies such as main line breaks, etc. Residents can be notified by phone, email, or text. You may sign up at Rossmoor.com or by telephone.

Residents may communicate with the Board by emailing swcm@rossmoor.com. It is the best way, but you may also write a letter.

BYLAWS

Mr. Skaggs reported that the Board hopes to send out the Bylaws by June 30th.

Mr. Fehlig reported on Emergency Preparedness. There is a CERT meeting this week. There will be a radio communications meeting next month. There is a trailer with supplies and equipment that is stored at Gateway. It was moved from the Waterford. Emergency training is extremely important. You are on your own or YOYO. Be aware of your neighbors. There is an emergency plan on the Rossmoor website. Mr. Fehlig encouraged residents to come to meetings.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ANNOUNCEMENTS

Mr. Skaggs announced the following meetings:

Second Mutual Regular Monthly Meeting – Thursday, May 18, 2017
9:00 a.m. Peacock Hall – Gateway Complex

GRF Regular Board Meeting – Thursday, April 27, 2017 at 9:00 a.m.
Peacock Hall – Gateway complex

ADJOURNMENT

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

/s/ _____
Mark Fehlig, Secretary
Second Walnut Creek Mutual

*The Board of Directors met in executive session on March 23, 2017 following the adjournment of the open Board meeting to discuss the following:

1. Resident issue regarding parking. The resident did not dispute the facts. The Board imposed fines.

Having no further business, the executive session adjourned at 10:30 a.m.