

MINUTES

SECOND WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, MAY 19, 2016 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, May 19, 2016 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
Pat Dulmage, Director

Excused: Richard Unitan, Secretary

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

There were 12 residents in attendance.

Mr. Skaggs explained how a consent calendar works to the membership. An item on the consent calendar may be removed or pulled and addressed during the meeting. Whatever is left on the calendar would be items that the Board is ready to approve without the need for any discussion.

The consent calendar consisted of:

Regular Meeting Minutes – April 21, 2016

Executive Session Minutes – April 21, 2016

Ratification of contract with Silicon Valley Paving (The annual paving is included in the budget.)

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

RESIDENTS' FORUM

Loreto Valenzuela, Ptarmigan Dr., Entry 3 – Ms. Valenzuela was inquiring about her request for reimbursement due to a water event in her manor. Mr. Skaggs advised her that they will be submitting the claim to the insurance carrier. The Mutual will have to see what they cover.

Connie Bills, Tice Creek Drive, Entry 6 – Ms. Bills reported that Rebecca Pollon and Rich Perona came out after the April board meeting. Everything looks really nice. She thanked Rebecca.

Mark Fehlig, Canyonwood Ct., Entry 9 – Mr. Fehlig had some questions regarding the insurance coverage for alterations. Mr. Skaggs reported that the deck enclosure is covered. The Board passed a policy that provides for approved alterations to be included in the

insurance coverage. The practice has been that the insurance company pays. The Board's intention is to adopt the draft insurance policy at their June meeting.

Bill Knickerbocker, Tice Creek Dr., Entry 6 – Mr. Knickerbocker reported that the landscaping looks very nice, but his building still has dirt. Ms. Pollon will look at his building and get in touch with him. He had a question about who residents can give input to regarding paint colors for the buildings. Mr. Marlatte said the building should be painted soon. Mr. Mansfield explained that the residents don't have a choice in colors. He thought the paint had already been purchased.

His final concern was that the address sign on the road doesn't make it easy for emergency vehicles, delivery trucks, or visitors to locate a manor. He would like the sign to list the building numbers instead of saying 3100 Tice Creek *Through* 3136 Tice Creek. The Board will look at the signs.

Mr. Skaggs advised the membership to use the SWCM@rossmoor.com email address when communicating.

Pat Trapani, Ptarmigan Dr., Entry 2 – Ms. Trapani asked who is in charge of maintaining the paths at the end of the buildings. There is gravel with stepping stones around it. There is a path that has sunk over time because a redwood tree had been removed.

Mr. Donner suggested that Ms. Pollon give SWCM a price to see what it would cost to remove the stepping stones and refurbish the path. The Board can then decide if they want to take on the responsibility of the path. Most likely, a past owner created the path a long time ago.

Ms. Trapani stated that there is shrubbery and gorilla hair, but no plants by her building. Ms. Pollon will check. She discussed that patios #1, 2, and 3 are slipping. Mr. Marlatte will check and report to the Board on the slippage.

Liz Altgelt, Stanley Dollar Dr., Entry 3 – Ms. Altgelt reported that new owners have taken over the common area. They bought 2 avocado trees to plant. There are a lot of items on their patio. She asked if someone would take a look. Ms. Dulmage will contact Ms. Altgelt to meet with her.

LANDSCAPING REPORT – Rebecca Pollon, Landscape Manager

Ms. Pollon reported on the following. Lawn maintenance: Turf is being mowed weekly. Irrigation controllers are on. Lawns will be fertilized next in late June. Water restrictions have been lifted, but reasonable water conservation measures will remain.

Entry Maintenance: Crews are working on scheduled pruning and spot spraying every 4-6 weeks.

Tree maintenance: Any emergency tree work is performed by Waraner Tree Service.

Landscape Rehab: Crews are currently working in Tice Creek entry 6 and will move next to Canyonwood entry 10.

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 6 and entry 7 on Tice Creek Drive; Roofing Program- 2016 contract completed. Work starting; Bridge and Stair Replacements- Inspecting remaining bridges for 2016; Deck Coating-Scheduling as required in Preventative Maintenance area and as needed; Appliance Replacements-Appliance replacement for the month of April was \$19,054; Roof and Gutter Cleaning-Done, on call basis; Manor Lube-2015 manor lube, letters being sent to residents who have not been inspected; Paving and Seal Coat-Done, entries 11 and 14, entries 15 and 17 on Tice Creek.

Mr. Skaggs reported that crews are working through the Mutuals doing rehab work, painting, etc. The landscape crews follow, but are about 6 months behind for their rehab.

TREASURER'S REPORT – Rick Chakoff

Mr. Chakoff reported from the operating fund summary report through April. The Mutual has a surplus to budget of \$96,000. Building maintenance has a deficit of \$28,000, but this is based on seasonal items such as gutter cleaning. The Mutual is tracking well through the year. The replacement reserve fund is over \$2,000,000.

Ms. El-Baroudi reported that there were 13 sales in April. The median price was \$330,000. There have been 57 YTD sales. The median price was \$330,000.

PRESIDENT'S REPORT

Mr. Skaggs reported that the audit has finished. It was a clean audit with no issues and has been mailed out to the membership.

GRF has acted to institute registration of golf carts. It will probably start in July. There have been some problems when golf carts are not registered and are abandoned.

SWCM has some golf ports for rent. They are at the end of the G11 buildings. The Mutual imposes a fee for electricity of \$60 per year to offset the cost of electricity used to charge golf carts. The residents who use electricity in the carports have not been charged to date because of the difficulty in identifying them. After the registration, the Board will consider a uniform policy. Currently, residents are prohibited from charging electric automobiles in their carports due to safety concerns. The Mutual is investigating whether automobiles can be safely charged, and if so under what conditions.

At this time, GRF is not willing to go forward with the installation of EVC stations.

EMERGENCY PREPAREDNESS REPORT

Mr. Skaggs reported on behalf of Mr. Unitan. EPO is always looking for coordinators.

BYLAWS

Mr. Skaggs and Mr. Unitan are working with the Mutual lawyers on the Bylaws. The draft will be presented to the entire Board for review. The proposed Bylaws will then be mailed out to the membership for a vote.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

ANNOUNCEMENTS

Mr. Skaggs announced the following meetings:

Second Mutual Regular Monthly Meeting – Thursday, June 23, 2016
9:00 a.m. Peacock Hall – Gateway Complex

GRF Regular Board Meeting – Thursday, May 26, 2016 at 9:00 a.m.
Peacock Hall – Gateway complex

ADJOURNMENT

Having no further business, the meeting adjourned at 9:50 a.m.

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