

## MINUTES

### SECOND WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, MAY 22, 2014 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, May 22, 2014 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:

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

There were 4 residents in attendance.

### APPROVAL OF THE MINUTES

The minutes of the regular session and executive session Board meetings of April 17, 2014 were approved without dissent as written and reviewed.

### RESIDENTS' FORUM

None

### LANDSCAPING REPORT – Rich Perona, Landscape Manager

Mr. Perona reported that lawns will be fertilized in mid-June with sulfur coated Urea. Controllers have been turned back on. Irrigation to lawns has been reduced by 10%. Lawns will be treated for broadleaf weeds.

Entry Maintenance: The crews are concentrating on monthly schedules, pruning shrubs and groundcovers and spot spraying weeds.

Tree Maintenance: Waraner Brothers Tree Service handles all work orders. We completed pruning trees on Tice Creek in entries D & E. A hazardous tree was removed from Entry 8.

Landscape Rehab: The Crew is finishing the landscape project in Singingwood Ct. Entry 8. Once completed, they will start in Entry 6. A meeting with the residents of two buildings in Entry 6 was held to discuss planned renovations.

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

Mr. Marlatte reported that carpentry and painting maintenance has moved to Canyonwood – Entries 8 and 9; The Roofing Program has started. One-third of the carports have been completed for this year; Inspecting remaining bridges; Deck coating is scheduled as required in P.M. area and as needed; Appliance replacements for April cost \$17,066.00; Roof and gutter cleaning is finished; Manor Lube 2014 has started; Paving and seal coat – part of Entry 3 Tice Creek Drive and a parking area in Entry 16B are finished.

Mr. Dunning asked Mr. Chakoff if we are tracking consumption so that it may be compared with 2013 numbers. Mr. Chakoff has bills that he can provide. Mr. Donner commented that he thinks EBMUD could track consumption. Mr. Skaggs asked if the invoice shows consumption. Units could be compared to last year. Mr. Donner explained that this is weather dependent, so it would be hard to compare. The Board would still like to see some numbers.

TREASURER'S REPORT – Rick Chakoff

Mr. Chakoff reported that YTD, the Mutual is over about \$8,000 mostly due to building maintenance, gutter cleaning and some sewer backups. Some items may be charged to the reserve account. The utilities are under budget at this time.

Mr. Chakoff reported the status of the balance due from the insurance companies in regards to the Running Springs fire. John Tastor from A. J. Gallagher indicated that the underwriter is working on securing payment.

Mr. Dunning reported there were 15 resales in April with a median price of \$275,000. Year-to-date, there were 48 resales with a median price of \$262,000.

PRESIDENT'S REPORT

No Report

EMERGENCY PREPAREDNESS REPORT – Rose Kasmai

No Report.

OLD BUSINESS

Mr. Dunning reported that TARR is on hiatus until September. The SWCM TAC is also taking a break for the summer because the master committee is on hiatus and this will accommodate summer traveling schedules.

Water Conservation Committee – Mr. Unitan reported that the committee has changed its focus. The committee presented its recommendations to GRF and they are taking them under advisement.

A pool cover was installed at the Hillside Pool which will help to avoid evaporation of the water.

The committee will publish information periodically in the Rossmoor News. They are still working with EBMUD to determine the method of distribution of water-saving devices. The process to obtain these devices will be in the next Rossmoor News article.

The Mission Statement for the Second Walnut Creek Mutual Water Conservation Committee is as follows:

It shall be the purpose of the SWCM Water Conservation Committee to provide informational and educational articles in the Rossmoor News to promote water conservation to the Rossmoor community. On occasion the committee may invite water conservation professionals to speak to the committee, the Mutual Board or at SWCM General Board meetings.

Mr. Dunning asked if the Mutual could obtain the water saving devices en masse. Mr. Donner said that at this time, EBMUD will only work with individual residents.

Discussion ensued about whether SWCM should mandate that residents install low-flow devices. The residents could obtain the devices and MOD could install.

It was discussed having it mandated at resale of the manor. Ms. El-Baroudi commented that it should be done at the manor lube.

Mr. Donner has considered asking EBMUD if they would send a truck with the low-flow devices and have the residents come to the parking lot and fill out the necessary paperwork/survey there.

The Board agreed in principle that the Mutual should pay for the installation of these devices, but they are asking for more information and cost estimates.

Mr. Dunning reported that the Carport Committee has been very successful with resident cooperation. Everyone has complied. The committee will resume later this month.

## NEW BUSINESS

Mr. Chakoff asked for a resolution to transfer funds.

Mr. Dunning motioned to transfer our reserve accounts to City National Bank in order to comply with our governing documents that require us to be in Federally insured deposits, which have a current limit of \$250,000 per account, with the understanding that we will participate in City National Bank's C-DARS program which will insure that our aggregate deposit, which is much greater than \$250,000, will be parceled out to comply. Ms. Dulmage seconded and the motion carried without dissent.

## ANNOUNCEMENTS

Ms. El-Baroudi announced the following meetings:

Second Mutual Regular Board Meeting – Thursday, June 19, 2014  
9:00 a.m. Peacock Hall – Gateway complex

GRF Regular Board Meeting – Thursday, June 26, 2014 at 9:00 a.m.  
Peacock Hall – Gateway complex

Trust Agreement Review/Revision – No Meetings until September.

Trust Agreement Committee – No Meetings until August-TBA  
Gateway Board Conference Room

ADJOURNMENT

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

/s/ \_\_\_\_\_  
Dick Unitan, Assistant Secretary  
Second Walnut Creek Mutual