

## MINUTES

### SECOND WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, JUNE 20, 2019 AT 10:00 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 10:00 a.m. on Thursday, June 20, 2019 in Peacock Hall, Gateway Complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: Present: Sanford Skaggs, President  
Frank Mansfield, Vice President  
Barbara El-Baroudi, Vice President  
Michael Stotter, Secretary  
Mark Fehlig, Treasurer

Absent: None

Mutual Operations staff was represented by Mark Marlatte, Building Maintenance Manager; and Anne Paone, Administrative Secretary. Paul Donner and Rebecca Pollon were on vacation.

There were 23 residents in attendance.

The consent calendar consisted of:

- a. Approval of Minutes: Regular Meeting Minutes – May 16, 2019  
Executive Session Minutes – May 16, 2019
- b. Adoption of Resolutions for City National Bank
- c. Approval of contract with State Roofing – annual roof repair and maintenance
- d. Accept and ratify monthly review as permitted by civil code section 5501

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

## RESIDENTS' FORUM

The Resident Forum was held. Resident asked about patio grilling. Mr. Skaggs reported that only propane and electric grills are allowed. There are no restrictions on the size of the propane tank. Resident asked about guest and visitor parking. Contractors are using them, caregivers, and sometimes staff. Mr. Skaggs reported that this happens all over. Caregivers are not supposed to park there. If anyone has specifics, the Board can look into it. Resident wondered how many people live in the upstairs manor. They also have 4 animals. Mr. Skaggs reported the Board will look into it. Resident stated that he still has floor issue upstairs.

## LANDSCAPING REPORT – Paul Donner/Michael Stotter

Mr. Stotter read the following report:

MOD CREW                      Mulching is complete. We did the entries on Tice Creek that were not

completed last year. The final quantity of mulch will be submitted soon. The crews will now be moving onto irrigation upgrades continuing to convert older spray stations on large lawns to MP rotators. After July 4<sup>th</sup> the MOD crew will also do additional irrigation work as breaks become more frequent with hotter weather.

## LANDSCAPE REHAB ITEMS

Canyonwood 5 and Ptarmigan 4 rehab; Michael and I met with residents of Canyonwood 5 on April 24<sup>th</sup>. I have met with both contractors for bids and we expect to have them for discussion in time for our July work session.

After Canyonwood 5 work has been complete Ptarmigan 4 is next on the list for rehabs.

Some smaller rehab items have been reviewed by Michael and myself and will be scheduled in the coming month or two.

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

Mr. Marlatte reported the following: Carpentry and Painting Maintenance-Carpentry Preventative Maintenance and Painting is on Running Springs Road; Roofing Program-Scheduling for 2019; Bridge and Stair Replacements-None at this time; Deck Coating-Scheduling as required in Preventative Maintenance area and as needed; Appliance Replacements-Appliance replacement for the month of May was \$36,028.00; Roof and Gutter Cleaning-Please call the order desk for additional roofs or downspouts that need to be cleaned; Manor Lube-2019 manor lube program is underway (Pass the Gate, not Pro Grass); Paving and Seal Coat – Done for 2019; 1200 Canyonwood Ct.-Building movement – Ned Clyde Construction obtaining permit; 1333 Running Springs Rd – Column replacement work is completed.

Mr. Skaggs explained the manor lube and what the Mutual is responsible for regarding replacing or maintaining.

## TREASURER'S REPORT – Rick Chakoff

Mr. Chakoff reported the Mutual operating fund for May has a \$30,000 surplus to budget. Building Maintenance is \$71,000 over budget. Half of this is due to seasonal work. Insurance is over and will be for the rest of the year. It is \$64,000 over budget. Utilities is \$150,000 under budget. This may change in the next few months. Professional Services is over budget at \$35,000.

Mr. Fehlig did not receive the resales report for this month.

## PRESIDENT'S REPORT

Mr. Skaggs reported the Board is proposing to modify 6.6.2 policy. They are proposing that the section requiring insurance be deleted from the application. They also want to

modify the solar policy to make it more consistent with FWCM's policy on solar. This will be discussed at the next Board meeting.

### RECYCLE

Mr. Fehlig reported Sustainable Rossmoor had a presentation in the Fireside Room yesterday. Green carts are for organics. We have downsized the landfill bins and upsized recycling for SWCM. Totes are free for recycling usage. Green pails are free for food scraps. They can usually be found in C.W., Entry 9 enclosure.

### EV CHARGING

Mr. Fehlig reported that the Mutual has limited capabilities in SWCM for charging of vehicles. (110 volts and 8 amps) If a resident is thinking of getting an electric vehicle, they should speak to him first.

Mr. Skaggs reported that they must get Board approval. The Board is working on golf carts and their use of electricity.

Mr. Fehlig stated that too many charging at one time will trip the breakers. Vacation charging is not allowed.

### UNFINISHED BUSINESS

None

### NEW BUSINESS

Place Towne Park Restoration on agenda for next meeting.

### ANNOUNCEMENTS


Mr. Skaggs announced the following meetings:

Second Mutual Regular Monthly Meeting – Thursday, July 18, 2019  
10:00 a.m. Peacock Hall – Gateway Complex

GRF Regular Board Meeting – Thursday, June 27, 2019 at 9:00 a.m.  
Peacock Hall – Gateway complex

### ADJOURNMENT

Having no further business, Mr. Skaggs adjourned the meeting at 10:52 a.m.

  
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Anne Paone, Assistant Secretary  
Second Walnut Creek Mutual

conference room in the Board office to discuss the following:

1. Member Matters: EV Charging, Carport Matters, Cabinets

Having no further business, the executive session adjourned at 12:20 p.m.