

MINUTES

SECOND WALNUT CREEK MUTUAL
REGULAR MEETING OF THE BOARD OF DIRECTORS
THURSDAY, JUNE 21, 2018 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 21, 2018 in Peacock Hall, Gateway Complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: Present: Sanford Skaggs, President
Frank Mansfield, Vice President
Michael Stotter, Secretary

Absent: Barbara El-Baroudi, Vice President
Mark Fehlig, Treasurer

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

There were 26 residents in attendance.

The consent calendar consisted of:

- a. Approval of Minutes: Regular Meeting Minutes – May 17, 2108
Executive Session Minutes – May 17, 2018
- b. Approval of contracts with AMAC for repair of 1100 Singingwood; (i) for testing, estimated amount of \$13,150.67; and (ii) to restore interior to original condition, \$124,784.85

*Mr. Stotter moved to approve the Regular Meeting Minutes – May 17, 2018 and the Executive Session minutes – May 17, 2018, as presented.
Mr. Mansfield seconded and the motion carried without dissent.*

Mr. Stotter moved to approve the contracts with AMAC for 1100 Singingwood in the amounts of \$13,150.67 and \$124,784.85. Mr. Mansfield seconded and the motion carried without dissent.

RESIDENTS' FORUM

Residents reported a sprinkler is covered up with dirt near stairs, lawns are brown and have weeds, rusty pipes in entryway are patched, but pipes should be changed, not patched.

Resident reported evidence of someone occupying the crawlspace under her manor.

Resident doesn't like the visual impact of the solar structure on the corner. She was advised the Mutual has no say in the actions of another Mutual.

Resident reported street parking problem. He was advised to speak to GRF because the streets are under their purview.

Resident reported recycling bin is missing a wheel.

Resident thanked the Board for doing remediation on her manor.

LANDSCAPING REPORT – Rebecca Pollon, Landscape Manager

Ms. Pollon reported the following:

SUMMER 2018 MAINTENANCE REPORT

Warm days are upon us and with them residents can look forward to blooming Oleanders, St John's Wort and Crepe Myrtle trees.

Residents can help keep the landscape healthy by reporting dry spots on lawns or evidence of irrigation issues to the work order desk.

LAWN MAINTENANCE	Lawns have been aerated, over-seeded and fertilized. Mowing is occurring weekly and lawns are being edged on alternating weeks.
WATER USE	Irrigation will continue to become more frequent as the temperatures rise. Residents can assist in conserving water and keeping the landscape healthy by reporting water leaks and irrigation breaks. If a break is suspected please report the location to the work order desk.
ENTRY MAINTENANCE	Entry maintenance crews are performing summer pruning tasks including tip pruning shrubs and hard pruning Catmints and Daisies.
MOD WORK DAYS	MOD crews are currently working on dressing EVEN numbered entries with compost and mulch. Fairlawn court is complete and crews are currently working in Running Springs.

RESIDENT REQUESTS

If you have landscape *maintenance* requests (pruning or irrigation), please direct them to the MOD work order desk. If you have landscape *improvement* requests please contact your mutual landscape representative.

WORK ORDER DESK

By phone: 988-7650

By email: WORKORDER@ROSSMOOR.COM

TREE ITEMS

Total 2018 Tree Budget	\$127,500
Tree 2018 Budget Remaining	\$87,130

MAINTENANCE The tree maintenance contractor continues to do 'zone walks' with our landscape field supervisor to identify and address building clearance issues, safety hazards and dead-wooding.

REMOVAL APPLICATIONS Applications are still pending for the removal of 1 trees and one emergency removal permit will be submitted to the City of Walnut Creek as follows

- 1201 Fairlawn Falling Fir tree
- 2416 Tice Creek Dead Pine tree

LANDSCAPE REHAB ITEMS

Total 2018 Rehab Budget	\$231,085
Rehab 2018 Budget Remaining	\$217,339

PLANT REPLACEMENTS, ENTRY REHABS AND RESIDENT REQUESTS

A design for Canyonwood 9, 8 and Ptarmigan 5 is pending.

COMPOST AND MULCH In progress

TURF REHAB None planned as of yet- we will begin looking at deteriorating lawns in mid-summer

CAPITAL IMPROVEMENT PROJECTS None planned as of yet

Ms. Pollon reminded everyone to call the work order desk if they see brown spots or irrigation problems. We will be having hot weather.

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 Fairlawn Court; Roofing Program- Fourteen roofs have started for 2018; 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 \$17,955; Roof and Gutter Cleaning-all roofs and gutters have been cleaned. Please call the order desk for additional roofs or downspouts that need to be cleaned; Manor Lube-2018 manor lube program is at 87% complete; Paving and Seal Coat – Done 2018; 1200 Canyonwood Ct.-Building movement – Ned Clyde Construction preparing plans, awaiting Helical test augers; 1537 Canyonwood Court - Bach Construction – in close out phase and received bid from State Roofing Systems and forwarded to insurance company to reroof at wrap around enclosure.

TREASURER'S REPORT – Rick Chakoff

Mr. Chakoff reported that the operating fund balance for May is \$104,000 surplus to budget. The Mutual is over in Building Maintenance, but this is due to seasonal expenses. The Mutual is under in Landscaping, but this is a timing issue. Utilities is under, but the Mutual hasn't used much water yet.

Mr. Stotter reported that there have been 12 resales in May with a median price of \$350,000. YTD, there have been 53 resales with a median price of \$365,000.

Mr. Skaggs reported that there are two classifications for accounts receivable. The first one is the coupon. The Board looks at this when it is over 90 days. There had been \$24,000 outstanding, but at the end of May it is down to \$1,678.

The second one is reimbursement assessments and third-party billing. At the end of last year, the total was \$52,000 and today it is \$23,000. The Mutual will always get paid at the time a manor is sold.

PRESIDENT'S REPORT

Mr. Skaggs reported that the proposed Bylaws are ready to mail out. There has to be a majority to approve them. There will be a town hall meeting in the Fireside Room on July 30th. One meeting will begin at 1:00 p.m. and the evening meeting will begin at 7:00 p.m.

The Bylaws are out-of-date and are inconsistent with the current laws. The law supersedes them. The Bylaws address the governance of the corporation and do not affect the day-to-day living of residents. Mr. Skaggs asked everyone to please vote.

RECYCLE

Mr. Skaggs reported that the bins are being changed because the State is requiring less amounts in landfills. The local government wants people to recycle. The pick-up of recycling is free. It is picked up twice weekly. There will be signs up in each enclosure on what to recycle.

UNFINISHED BUSINESS

None

NEW BUSINESS

Mr. Skaggs reported that the carports only have 12 amps. If two people try to charge an electric vehicle, the circuit breaker will trip. PG&E is installing Electric Vehicle Charging stations at 3 locations in Rossmoor.

Mr. Skaggs reported that there is a proposed amendment to Policy 6.6.2 and the Fine Schedule. The current policy is as follows:

6.6.2 CHARGING GOLF CARTS ONLY WITH PERMISSION

Members may apply for permission to charge golf carts which the Mutual may grant if safety and other concerns are satisfied and the Member signs

the Mutual's standard form agreement and timely pays the amounts determined from time to time by the Board.

A. REVISE Policy 6.6.2 to read as follows:

6.6.2 Charging Vehicles (golf carts or electric cars)

A Designated Occupant (hereafter "Member") may apply for permission to use Mutual electricity for Type 1 electric car charging (120 VAC) at a maximum of 8 Amps at 120 VAC or for golf cart charging, which the Mutual Board may grant if the Member complies with subsections (a) - (g) below and if safety and other concerns are satisfied.

- (a) the Member has obtained liability insurance with limits as required by the Board from time to time, has named the Mutual as an additional insured and has provided for the Mutual to receive notice of cancellation of the policy.
- (b) the Member must arrange with MOD to review the wall plug to be used and to replace it as necessary to comply with Mutual standards.
- (c) any car using electricity for Type 1 electric car charging shall have a maximum current draw of 8 AMPS at 120 VAC. This is the maximum current draw for a car on a single 15 Amp circuit in any SWCM Carport.
- (d) The owners of vehicles wishing to charge in any one carport must (i) coordinate with each other to only charge one vehicle at a time and (ii) avoid tripping the circuit.
- (e) External "trickle charging" of starter batteries for internal combustion vehicles is not allowed.
- (f) Member must sign the standard form agreement
- (g) As consideration for the electricity used, Member must timely pay the amounts determined from time to time by the Board.

B. REVISE DETAILED SCHEDULE OF FINES to add the following to Policy 6.0:

Violation of subsection 6.6 Use of Mutual's Electricity

- 1st Violation - warning
- 2nd violation - \$200
- 3rd and subsequent violation - \$500

*Mr. Stotter moved to authorize the posting of 6.6.2 and the Schedule of Fines.
Mr. Mansfield seconded and the motion carried without dissent.*

The policy will be posted and addressed at the August Board meeting.

ANNOUNCEMENTS

Mr. Skaggs announced the following meetings:

Second Mutual Regular Monthly Meeting – Thursday, July 19, 2018
10:00 a.m. Peacock Hall – Gateway Complex

GRF Regular Board Meeting – Thursday, June 28, 2018 at 9:00 a.m.
Peacock Hall – Gateway complex

ADJOURNMENT

Having no further business, Mr. Skaggs adjourned the meeting at 11:15 a.m.

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

**The Board of Directors met in executive session on May 17, 2018 following the adjournment of the open Board meeting to discuss the following:

1. Member Matters: carport storage – fine imposed

Having no further business, the executive session adjourned at 11:40 a.m.