

## MINUTES

### SECOND WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, AUGUST 16, 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, August 16, 2018 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  
Mark Fehlig, Treasurer  
Michael Stotter, Secretary

Absent: None

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

There were 45 residents in attendance.

The consent calendar consisted of:

- a. Approval of Minutes: Regular Meeting Minutes – July 19, 2108  
Executive Session Minutes – July 19, 2018

*Mr. Mansfield moved to approve the Regular Meeting Minutes of July 19, 2018 and the Executive Session Minutes of July 19, 2018, as presented.*

*Ms. El-Baroudi seconded and the motion carried without dissent.*

## RESIDENTS' FORUM

The Resident Forum was held. Questions were asked regarding rehab of the buildings and when is appropriate notice given to residents. A question was asked about police activity in a resident's entry. A resident spoke of items under her home being removed and thanked the Board. Issues of garbage problems were discussed. A resident thanked Rebecca Pollon and the landscaping department for the firebreaks. There have been some transformer problems and Mr. O'Keefe will be meeting with PG&E. Some residents asked why they are not included in the selection of the paint scheme for their building. They requested a different color scheme, but were advised it is a process and their request cannot be accommodated. The policy is not to solicit resident input. A resident reported that the painters have not come back to finish painting the stoop and the glass. It has been 18 months. Mr. Marlatte explained that the glass has been delayed because of subcontractors. He will check on the stoops. A resident asked what "natural person" means in the Mutual's Bylaws. Mr. Skaggs explained it means not a corporation or a Trust. A resident requested a speed limit sign for his street/drive entry. He is also concerned

about rusting pipes. A resident read a letter regarding manors that are sublet without

notifying the Mutual. She was under the impression that the Mutual does nothing about these violations. Mr. Skaggs reported that the Board does enforce this rule when they are made aware of the problem. The Board will look into it. A resident reported hardwood flooring is installed above his unit. He was advised that this matter would be handled in executive session. If it is determined to be a violation, it would have to be removed.

### LANDSCAPING REPORT – Rebecca Pollon, Landscape Manager

Ms. Pollon reported the following:

#### **SUMMER 2018 MAINTENANCE REPORT**

Warm days continue. Irrigation will peak in August due to day length. Water use will begin to decline in September even if temperatures do not.

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** 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, Running Springs, Leisure Lane, Stanley Dollar and Singingwood are complete and crews are currently working in Canyonwood.

### **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**

**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 2 new applications were submitted to the City of Walnut Creek as follows

- 1201 Fairlawn Falling Fir tree (Pending)
- Canyonwood e.11 Falling Stone Pine
- 1301 Singingwood Dying Pine
- 1701 Ptarmigan Dying Pine
- 3379 Tice Creek 3 Dying Alders

**LANDSCAPE REHAB ITEMS**

**PLANT REPLACEMENTS,  
ENTRY REHABS AND  
RESIDENT REQUESTS**

Proposals for Canyonwood 9, and Ptarmigan 5 will be brought forward at the next board meeting. Canyonwood 8 will be delayed until later this year or next year.

**COMPOST AND MULCH** In progress

**PLANT REPLACEMENTS** Plant replacement requests will be collected through Labor Day. Afterwards we will start planning installations for later this fall.

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

Mr. Marlatte reported the following: Carpentry and Painting Maintenance-Carpentry Preventative Maintenance and Painting is finishing on Fairlawn Court and moving to the right hand side of Running Springs Road; 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 July was \$18,259.00; 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 93% complete; Paving and Seal Coat – Done 2018; 1200 Canyonwood Ct.- Building movement – Ned Clyde Construction preparing plans, scheduling installing of Helical test augers; 1333 Running Springs Road – Column-with engineer for design and going out to bid.

**TREASURER'S REPORT** – Rick Chakoff

Mr. Donner reported that for July, the Mutual was over budget by \$58,153 which was mostly due to water usage. The Mutual is \$46,378 overall better than budget. Most of the landscape and water budget will be spent.

Mr. Fehlig reported that there have been 14 resales in July with a median price of

\$405,500. YTD, there have been 77 resales with a median price of \$370,000.

**PRESIDENT'S REPORT**

Mr. Skaggs reported the Board is entering the budget season for 2019. The water rates will

go up and due to losses within Rossmoor and elsewhere, insurance rates will also increase.

## RECYCLE

Items were discussed throughout meeting.

## EPO

No report.

## UNFINISHED BUSINESS

Mr. Skaggs explained that the current policy is that the Mutual's electricity cannot be used except for small hand tools without Board approval. The change to this policy is that residents will be charged for using the electricity for their vehicles. It will be an estimate. A resident asked why the Mutual doesn't install charging stations. Mr. Fehlig reported that it would cost approximately \$100,000 per building to rewire them for charging stations. Mr. Skaggs reported that residents will need Board approval to use electricity for golf carts or electric vehicles. There are additional criteria, but owners of vehicles wishing to charge in any one carport must coordinate with each other to only charge one vehicle at a time and to avoid tripping the circuit.

Mr. Skaggs reported the Board is revising the Detailed Schedule of Fines to include usage of electricity without approval.

*Mr. Fehlig moved to adopt policy 6.6.2 and the revised Detailed Schedule of Fines as written and presented. Mr. Stotter seconded and the motion carried without dissent.*

The Board is considering the initial rates for electricity used to charge vehicles as follows: Monthly fee of \$25 for a Hybrid and \$50 for Electric only. Three months to be paid upfront.

*Mr. Fehlig moved to approve the monthly rates as presented. Mr. Mansfield seconded and the motion carried without dissent.*

## NEW BUSINESS

Bylaws: Mr. Skaggs reported the Bylaws have not been changed in about 29-30 years. The Legislature has changed laws and the Mutual has to follow those laws even if they are in conflict with their Bylaws. If a resident checked them, they might have incorrect information. Originally, there was a loan and required approval from HUD. The loan has been paid off, so the Mutual is ignoring that requirement by HUD. The Mutual could get sued. The Board is trying to make them user-friendly. There are no substantive changes being made. The Bylaws don't control day-to-day rules. A ballot will be sent out after Labor Day. A majority of 50%+1 of the Mutual is required to pass the Bylaws.

A resident asked what the term "Designated Occupant" means. Mr. Skaggs reported it is a person qualified to live in an age-restricted community of 55+.

*Mr. Mansfield moved to approve mailing out the draft of the Bylaws with minor edits approved by Mr. Skaggs and Mr. Stotter. Mr. Fehlig seconded and the motion carried without dissent.*

*Mr. Mansfield moved to authorize the printing and mailing of ballots for the Member vote on the Proposed Second Amended and Restated Bylaws with postage paid return envelopes. Mr. Fehlig seconded and the motion carried without dissent.*

### ANNOUNCEMENTS

Mr. Skaggs announced the following meetings:

Second Mutual Regular Monthly Meeting – Thursday, September 20, 2018  
10:00 a.m. Peacock Hall – Gateway Complex

GRF Regular Board Meeting – Thursday, August 30, 2018 at 9:00 a.m.  
Peacock Hall – Gateway complex

### ADJOURNMENT

Having no further business, Mr. Skaggs adjourned the meeting at 12:05 p.m.

/s/ \_\_\_\_\_  
Anne Paone, Assistant Secretary  
Second Walnut Creek Mutual

\*\*The Board of Directors met in executive session on July 19, 2018 following the adjournment of the open Board meeting to discuss the following:

1. Member Matters: Carport storage – Cabinets to be removed. If not done by August 15, fines will be imposed.

Having no further business, the executive session adjourned at 11:55 a.m.