

## MINUTES

### SECOND WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, AUGUST 18, 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, August 18, 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  
Richard Unitan, Secretary  
Susan Williamson

Excused: None

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

There were 11 residents in attendance.

The consent calendar consisted of:

Regular Meeting Minutes – July 21, 2016  
Executive Session Minutes – July 21, 2016

*Mr. Mansfield moved to approve the consent calendar as presented. Mr. Unitan seconded and the motion carried without dissent.*

## RESIDENTS' FORUM

Patricia Mirabelli, Leisure Lane, Entry 1 – Ms. Mirabelli thanked the Board for volunteering. She had concerns about the remodeling being done in the manor next door. They do not observe the contractors' hours of 8-4:30. She turned a letter into Alterations and was told it would go on Bill Parson's desk. She has also left emails, but has not heard back from him.

Mr. Donner said he would check with Mr. Parsons. He advised her and the membership that if a contractor starts work early, they should call Securitas. They will stop the job.

Mr. Skaggs thanked her for bringing it to the attention of the Board. The Board is trying to figure out how to deal with people that purchase a manor with the intention of flipping it. The resident should contact Alterations and Securitas first before bringing it to the Board.

Camille Franco, Leisure Lane, Entry 6 – Ms. Franco asked how long it takes to repair a leak when the water has been turned off in a manor. Mr. Skaggs stated that it would

depend on the problem and what needed to be done. As a courtesy, contractors should let the neighbors know when water will be turned off.

Lucy Snyder, Ptarmigan Drive, Entry 4 – Ms. Snyder reported that there is a tree with branches that are hanging over her roof. Needles fall onto the roof and this attracts bugs and brings squirrels to the roof. She thinks the branches should be cut back off the roof on a quarterly basis. The needles should be cleaned off the roof, too.

Mr. Donner responded that there is a cost associated with blowing the needles off the roof. He will have Ms. Pollon check the tree and the branches for building clearance.

Lori Lynn, Running Springs Rd., Entry 4 – Ms. Lynn wants to install a vinyl floor in her upstairs manor. Mr. Skaggs reported that the Board is re-writing the policies. Currently, sheet vinyl is only allowed in the entry, kitchen and baths. Consideration of residents living below is always a factor. Flooring must meet certain standards due to sound transmission. Until the policies are changed, the flooring is not allowed in any other parts of the manor.

### LANDSCAPING REPORT – Rebecca Pollon, Landscape Manager

Mr. Donner read Ms. Pollon's report as follows:

**LAWN MAINTENANCE:** Turf is being mowed weekly. Irrigation controllers are on and turf is being watered every 2-3 days. Reports of irrigation breaks or dry spots in lawns are always appreciated. Please call or email the work order desk.

**ENTRY MAINTENANCE:** Crews are working on schedule pruning and spot spraying every 4-6 weeks.

**TREE MAINTENANCE:** Any emergency tree work is performed by Waraner Tree Service. A dead Redwood tree in Tice Creek entry 6 will be removed in the next two weeks. A new permit has been submitted to remove a declining Liquidambar behind the carport near 2200 Tice Creek and permits are still pending for a declining Monterey Pine at 1380 Running Springs and a leaning Pine at 3416 Tice Creek.

**LANDSCAPE REHAB:** Crews have completed Canyonwood entry 10 and are currently working on rehabilitating an abandoned private garden in Stanley Dollar entry 3. They will begin their next entry rehab at Canyonwood entry 11. All residents of the entry have been notified and a landscape walk was performed on August 12<sup>th</sup> with residents who chose to attend. Terra landscape is nearing completion at 1101 Fairlawn Court.

Please contact SWCM's new landscape rep Susan Williamson with requests for landscape rehabs. Single plant replacement requests will be collected and performed in winter, if approved, due to reduced irrigation requirements.

### 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 entries 8, 9 and 10 on Tice Creek Drive; Roofing Program- Has started 7/11/16 and is starting with carports and progressing through the Mutual, finishing with the building roofs in September; Bridge and Stair Replacements-Done 2016; Deck Coating-Scheduling as required in Preventative Maintenance area and as needed; Appliance Replacements-Appliance replacement for the month of July was \$19,776.00; Roof and Gutter Cleaning-Done, on call basis; Manor Lube-2016 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.

### TREASURER'S REPORT – Rick Chakoff

Mr. Donner reported that for the end of July the operating fund has a balance of \$60,000. The reserve fund balance is \$2,195,000. YTD, the Mutual is \$23,000 better than budget. Expenses are over budget by \$26,320, which is mostly due to building maintenance. YTD, the operating revenue is \$50,000.

Ms. El-Baroudi reported that there were 11 sales in July. The median price was \$382,000. There have been 92 YTD sales. The median price was \$338,500.

### PRESIDENT'S REPORT

Mr. Skaggs reported that there was another water main break. This creates problems for residents. Mr. Skaggs suggested that residents keep water on hand. Besides needing water for an event such as an earthquake, it would be helpful to have it when water is not available because of a break. When there are unplanned service interruptions, Channel 28 provides a crawler at the bottom of the television screen about the outage and estimated time when service will be restored. The times may change, so you might call Securitas. They may receive a lot of calls, so please be patient. GRF is looking into a service where residents would receive a text as notification of a problem.

Mr. Marlatte stated that after hours and on the weekend, residents should call Securitas. He also advised the membership that 70-80% of main breaks are caused by tree roots and the settlement of the land.

### EMERGENCY PREPAREDNESS REPORT

Mr. Unitan reported that EPO is always looking for entry coordinators. They work with the EPO and are the first responders in a catastrophic event. CERT sets up a triage area at Gateway. Approximately 46% of the entries are covered. If you are interested, see Mr. Unitan.

### BYLAWS

Mr. Skaggs stated the Bylaws are a work in progress. The goal is to have them included in the year-end mailing.

### UNFINISHED BUSINESS

None

### NEW BUSINESS

Mr. Skaggs announced that an election for Board directors is coming up. An Inspector of Elections needs to be appointed.

*Ms. El-Baroudi moved to appoint Anne Paone as Inspector of Elections. Mr. Mansfield seconded and the motion carried without dissent.*

Mr. Skaggs reported that the election rules are out-of-date.

*Ms. El-Baroudi moved to approve the proposal presented by the Mutual's attorney, Stephanie Hayes, in the amount of \$675, to prepare up-to-date Election Rules. Ms. Williamson seconded and the motion carried without dissent.*

### ANNOUNCEMENTS

Mr. Skaggs reminded the membership that there are three openings on the Board. Barbara El-Baroudi, Susan Williamson, and his position are up for election. September 1<sup>st</sup> is the deadline for candidates to respond. He advised everyone that it takes a lot of time serving on the Board. Second Walnut Creek Mutual has 1,387 manors.

The September meeting may be cancelled due to a lack-of-quorum, but it is too early to know for sure. Residents may check with the Mutual office.

Mr. Skaggs announced the following meetings:

Second Mutual Regular Monthly Meeting – Thursday, September 22, 2016  
9:00 a.m. Peacock Hall – Gateway Complex

GRF Regular Board Meeting – Thursday, August 25, 2016 at 9:00 a.m.  
Peacock Hall – Gateway complex

### ADJOURNMENT

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

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