

MINUTES

SECOND WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, AUGUST 20, 2015 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, August 20, 2015 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: None

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

There were 12 residents in attendance.

APPROVAL OF THE MINUTES

The minutes of the regular Board meeting of July 23, 2015 were approved without dissent as written and reviewed.

The minutes of the executive session Board meeting of July 23, 2015 were approved without dissent as written and reviewed.

RESIDENTS' FORUM

Mary Nee, Ptarmigan Dr., - Entry 3 – Ms. Nee asked when the bank behind her house will be done. She is concerned about the support regarding the beams. Mr. Donner explained that the old retaining wall rotted. The City of Walnut Creek said they could not replace it without having it designed and engineered. Once the design comes in it will be taken to Walnut Creek. When they have the permit, the work can be sent out for bids. The wall is the first priority. After that is completed, they will address the top near the manor.

Pat Trapani, Ptarmigan Dr., - Entry 2 – Ms. Trapani had the same concerns as Ms. Nee and she is concerned because residents are not being contacted with updates. MOD will work on getting information to the residents in a timely manner.

LANDSCAPING REPORT – Rich Perona, Landscape Manager

Mr. Perona reported on the following. Lawn maintenance: Lawns were fertilized last week with sulfur coated urea, a slow release fertilizer. Irrigation controllers are watering two days a week. Entry Maintenance: Crews are on monthly schedules; pruning shrubs and groundcovers, cleaning up debris, and spot spraying weeds. Tree maintenance: Waraner Brothers Tree

Service handles all work orders. Landscape Rehab: The crew completed work in Canyonwood Ct., entry 1 and is now working in entry 3. A meeting with the residents of Canyonwood Ct., entry 6 was held to discuss upcoming renovations.

Mr. Perona reported that 4 years of drought has affected the trees, especially the Monterey Pines. The beetles attack and kill the trees.

Mr. Perona asked the Board to approve removing the lawn at Tice Creek and Stanley Dollar and landscaping it in a park-like setting similar to entry AA and B. The cost is \$22,501 with a rebate of \$8,679 from EBMUD. The actual cost will be \$13,822. This will reduce water usage by \$2,200 per year, with a reduction in maintenance of \$4,165 per year. Bubblers will be used for irrigation in this area.

Mr. Skaggs moved to approve Mr. Perona's proposal for landscaping at Tice Creek and Stanley Dollar in the amount of \$22,501. Mr. Unitan seconded and the motion carried without dissent.

There was some discussion about reduced water consumption for the Mutual. This varies month-to-month. Usage cannot be distinguished from residential and commercial (landscaping) because the meters are not separate.

Mr. Skaggs reported that everyone in the valley was asked to reduce usage by 20% based on 2013's numbers. SWCM has reduced usage by 25% since March and July.

Mr. Dunning asked if the water from the A/C can be captured and recycled. Mr. Donner reported that they would need to bring in a consultant. Mr. Skaggs asked Mr. Donner to get a proposal from a consultant to study the matter.

Mr. Skaggs reminded the membership to fill out the paperwork for any alteration.

Mr. Perona reminded the membership to call the work order desk if they see any problems.

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

Mr. Donner read the report from Mr. Marlatte as follows: Carpentry and painting maintenance: Carpentry PM and painting has moved to Ptarmigan Drive, entry 4 and across the street to entry three Ptarmigan Drive. Roofing program: The roofing program is 93% complete. Bridge and stair replacements: We are inspecting remaining bridges for 2015. Deck coating: scheduling as required in P.M. area and elsewhere as needed. Appliance replacements: \$18,021.00 for the month of July. Roof and gutter cleaning: Done on an as needed basis. Manor lube: 2015 manor lube is at 87%. Paving and seal coat: Done for 2015.

TREASURER'S REPORT – Rick Chakoff

Mr. Chakoff reported that the operating fund has a surplus to budget of \$156,000. The insurance is \$147,000 under budget. With no events, the insurance amount will increase by \$20,000 per month. The seasonal water usage is \$68,000 under budget; building is \$33,000 over budget and professional services is \$25,000 over budget.

Mr. Dunning reported that there were 19 sales in July. The median price was \$365,000. There have been 63 YTD sales. The median price was \$310,000.

PRESIDENT'S REPORT

Ms. El-Baroudi reported that PG&E is on Running Springs and will be working on the top on 9/8-9/10 and on 9/14-9/18. Residents that live there will be notified.

WATER CONSERVATION COMMITTEE - Dick Unitan

No report.

EMERGENCY PREPAREDNESS REPORT

Mr. Unitan reported that there will be a Safety Fair on September 26. It will be held at Hillside in the Diablo Room from 10 a.m. to 1 p.m. There will be demonstrations on how to use a walkie-talkie. The City of Walnut Creek will have a safety manager there. Additionally, Dennis Bell and Securitas will attend. There will be exhibits and everyone will learn how to prepare an emergency kit.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Ms. Dulmage discussed potential laundry room closures. She proposed 4 items as follows: (#1) – transfer usage of existing LR to CERT and/or E.P.O. to be used as storage for emergency equipment and supplies. Replacement LR is Canyonwood, Entry #11, 12L8 (#2) – Tice Creek, Entry #1, LR, 10L2. This LR would be closed. Replacement LR is Tice Creek, Entry #1, LR, 10L1. (#3) Tice Creek, Entry #7, LR, 14L2. This LR would be closed. Replacement LR is Tice Creek, Entry #8, LR, 14L3. (#4) – Tice Creek, Entry #11, LR, 16L3 will be remodeled to allow additional space in the adjacent trash enclosure.

Mr. Skaggs moved to place the closure of the laundry rooms on the September 17th board agenda and to place a notice in the laundry rooms and to send a notice to all of the residents in the affected entries. Mr. Dunning seconded and the motion carried without dissent.

Election: Ms. El-Baroudi announced that there are 3 candidates for 2 board vacancies. Ms. El-Baroudi asked for a motion to appoint the Inspector of Election.

Mr. Skaggs moved to appoint Mike Leinbach as the Inspector of Election. Mr. Dunning seconded and the motion carried without dissent.

Ms. El-Baroudi reported that Ms. Dulmage, the incumbent, will run again. Mr. Dunning has decided not to run. Candidate statements are due by September 1, 2015.

ANNOUNCEMENTS

Ms. El-Baroudi announced the following meetings:

Second Mutual Regular Monthly Meeting – Thursday, September 17, 2015
9:00 a.m. Peacock Hall – Gateway Complex

GRF Regular Board Meeting – Thursday, August 27, 2015 at 9:00 a.m.
Peacock Hall – Gateway complex

ADJOURNMENT

Having no further business, the meeting adjourned at 10:00 a.m.

/s/ _____
Dick Unitan, Secretary
Second Walnut Creek Mutual