

## MINUTES

### SECOND WALNUT CREEK MUTUAL REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, SEPTEMBER 20, 2018 AT 10:00 A.M. PEACOCK HALL – GATEWAY COMPLEX

Vice President Barbara El-Baroudi called to order the regular meeting of the Board of Directors of Second Walnut Creek Mutual at 10:00 a.m. on Thursday, September 20, 2018 in Peacock Hall, Gateway Complex, 1001 Golden Rain Road, Walnut Creek, California.

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

Absent: Sanford Skaggs, President

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 17 residents in attendance.

The consent calendar consisted of:

- a. Approval of Minutes: Regular Meeting Minutes – August 16, 2108  
Executive Session Minutes – August 16, 2018

*Mr. Stotter moved to approve the Regular Meeting Minutes of August 16, 2018 and the Executive Session Minutes of August 16, 2018, as presented.*

*Mr. Fehlig seconded and the motion carried without dissent.*

- b. Authorize President and Secretary to execute documents to facilitate share loans by approved lenders, including Plaza Home Mortgage and NCB

*Mr. Mansfield moved to authorize the President and the Secretary to execute documents to facilitate share loans by approved lenders, including Plaza Home Mortgage and NCB. Mr. Fehlig seconded and the motion carried without dissent.*

## RESIDENTS' FORUM

The Resident Forum was held. Resident asked for speed limit for his entry. Resident would like a concrete pad for a shed to hold emergency supplies. Two entries were identified as needing speed limit signs. They are waiting for a quote. Mr. Donner suggested decomposed granite as a pad for the shed. Mr. Fehlig asked the resident to bring a drawing to the Board of what he wants and where he would like it placed.

A resident commented that solar should be placed on the carports, not on roofs over residences.

A resident discussed the shut-off valves for gas on each building. Mr. Fehlig reported that

PG&E gives 3 training sessions per year and they offer to come out to check the valves on the building.

A resident was concerned about people walking through the main gate. She was advised that she needs to discuss that matter with GRF as it falls under their jurisdiction.

Laundry room clothesline issues were discussed. Landscape trimming of shrubs was discussed.

LANDSCAPING REPORT – Rebecca Pollon, Landscape Manager

Ms. Pollon reported the following:

**FALL 2018 MAINTENANCE REPORT**

As the weather cools and the day lengths shorten irrigation will become less frequent even if the warm weather continues.

Residents can look forward to the fall colors of Red Maples, Liquidambar and Nyssas.

**LAWN MAINTENANCE** Lawns will be over seeded between October 1<sup>st</sup> and November 15<sup>th</sup>.

**WATER USE** August is the highest water consumption month of the year due to high temperatures and long day lengths. After September irrigation use will continue but drop steeply even if warm weather continues.

**ENTRY MAINTENANCE** Entry maintenance crews will finish summer pruning tasks and start transitioning to fall cleanup.

**MOD WORK DAYS** MOD crews are wrapping up the annual mulching project and will begin plant replacements in October.

**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 pending for the removal of 5 trees

- 1701 Ptarmigan Dying Pine
- 3379 Tice Creek 3 Dying Alders
- 1108 Leisure Lane 1 Pine infested with beetles

Emergency permission was granted to remove the remaining half of the split Pine in Canyonwood 2 and the Liquidambar it stripped on the way down.

Emergency permission was granted to remove one dead Pine and an adjacent Pine

which was infested with beetles at 1217 Running Springs road.

### LANDSCAPE REHAB ITEMS

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

- Proposals for Canyonwood 9, and Ptarmigan 5
- See attached list of resident requests for consideration
- Plant replacement requests will be submitted mid-fall

COMPOST AND MULCH In progress

CAPITAL IMPROVEMENT PROJECTS None

PROPOSALS Canyonwood 9/Ptarmigan 5

### IRRIGATION ITEMS

IRRIGATION CONTROLLERS: Consider budgeting for replacement of 27 remaining outdated irrigation controllers for future years. Total cost= 27 x \$2200 \$59,400

Proposals: *Mr. Stotter moved to approve the proposal from Terra Landscape in the amount of \$79,016.00 for Canyonwood, Entry 9 and Ptarmigan, Entry 5. Mr. Fehlig seconded and the motion carried without dissent.*

*Mr. Stotter moved to approve the proposal from Terra Landscape in the amount of \$12,375.00 for Canyonwood, Entry 9. Mr. Fehlig seconded and the motion carried without dissent.*

### 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, entry 1 and 3; Roofing Program-Fourteen roofs have been completed 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 August was \$23,136.00; 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 94% complete and letters have been sent to residents that have not responded; 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-reviewing bids.

### TREASURER'S REPORT – Rick Chakoff

Mr. Donner reported that for August, the Mutual was over budget by \$70,172 which was mostly due to water usage. August is the heaviest month for water usage. The Mutual has \$3,323,847 in reserves.

Mr. Fehlig reported that there have been 9 resales in August with a median price of \$400,000. YTD, there have been 86 resales with a median price of \$375,200.

Vice President El-Baroudi reminded everyone that the ballot for voting on the Bylaws will be mailed on Friday. Ms. El-Baroudi asked that residents please tell their neighbors to get out and vote. There is a sign-up sheet on the table for anyone wanting to volunteer to assist with getting members to return their ballots.

### RECYCLE

Mr. Fehig reported that the Mutual is doing well with recycling. The Mutual is now totally right-sized. Big items can go up to the Rockview recycling center. Singingwood and Canyonwood have been the pilot streets for organics. In a few weeks, Running Springs will be added.

### EPO

No report.

### UNFINISHED BUSINESS

Mr. Fehlig reported that the Board is working on the application and pricing for 6.6.2 – Electric Vehicle Charging.

### NEW BUSINESS

None

### ANNOUNCEMENTS

Ms. El-Baroudi announced the following meetings:

Second Mutual Regular Monthly Meeting – Thursday, November 15, 2018  
10:00 a.m. Peacock Hall – Gateway Complex

GRF Regular Board Meeting – Thursday, September 27, 2018 at 9:00 a.m.  
Peacock Hall – Gateway complex

Annual Meeting – October 16, 2018 – 9:30 a.m. Fireside Room

### ADJOURNMENT

Having no further business, Ms. El-Baroudi adjourned the meeting at 10:40 a.m.

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

\*\*The Board of Directors met in executive session on August 16, 2018 following the adjournment of the open Board meeting to discuss the following:

1. Member Matters: Flooring – Requires an alteration permit.

Having no further business, the executive session adjourned at 12:25 p.m.