

M I N U T E S
THIRD WALNUT CREEK MUTUAL
REGULAR MEETING OF THE BOARD OF DIRECTORS
MONDAY, JANUARY 11, 2016 AT 9:00 A.M.
BOARD ROOM, GATEWAY COMPLEX
1001 GOLDEN RAIN ROAD WALNUT CREEK, CA 94595

President Gery Yearout called the Regular Meeting of the Board of Directors of Third Walnut Creek Mutual to order at 9:00 a.m. on Monday, January 11, 2016.

Ms. Poling took the roll.

PRESENT:

Gery Yearout, President (XI)	Victor McPhun, Director District VI
Judy Bank, Vice President (XV)	Jack Case, Director District V
John McDonnell, Treasurer (X)	Carol Keating, Director District IX
Kathy Poling, Secretary (III)	Jean Faszholz, Director District XII
Jane Norbeck, Director District IV	Mike Fleck, Director District XIV
Walt Braun, Director District XIII	

EXCUSED:

Toby Dicker, Director District VIII

Mutual Operations staff was represented by Paul Donner, Director of Mutual Operations; Rick Chakoff, GRF Chief Financial Officer; Tess Haskett, Assistant Controller; Clayton Clark, TWCM Building Maintenance Manager; and Sharon Fees; Board Services Coordinator.

APPROVAL OF MINUTES: Gery Yearout asked for any corrections and/or additions to the following sets of minutes:

Regular Meeting of the Board.....	December 14, 2015
Executive Session of the Board.....	December 14, 2015

Mike Fleck asked that a clarification be made in the minutes to the December 14 Regular Meeting indicating that the master insurance policy covers a manor owner's solar panels, if they were installed via an approved alteration application, if an insurable event occurs but that normal repair and replacement is the responsibility of the homeowner. With that clarification made, Yearout announced that the minutes to the above listed meetings are approved as presented.

MEMBERS' FORUM:

No presentations were made.

OFFICER AND COMMITTEE REPORTS:

PRESIDENTS' REPORT: Ms. Yearout

No report was given as no Presidents' Forum occurred since the December 2015 Third Mutual Board meeting.

SECRETARY'S REPORT: Ms. Poling

No report was given.

TREASURER'S REPORT: Mr. McDonnell

John McDonnell provided the Board with a report in the Board Packet.

It is anticipated that the Mutuals will receive money back from MOD as a result of an end of year surplus for 2015. This dispersal needs to be approved by the GRF Board.

Paul Donner will give a special presentation to the Board at the February meeting concerning how to read budgets and financial statements. Tess Haskett and Rick Chakoff will also participate in this presentation by explaining the CDARS program to the assembled group. The February meeting will take place in the Fairways A&B on February 8, beginning at 9 a.m.

John McDonnell reported that City National Bank (CNB) reimbursed the Projects for fees that were charged by Mechanics Bank. These fees were a result of CNB's inability to facilitate Third Mutual's account transfers as quickly as originally anticipated.

Gery Yearout and John McDonnell provided an update of the monitoring and processing of the owner-billable receivables.

BUILDING MAINTENANCE: Mr. Braun

No report was given as the Committee did not meet in December.

LANDSCAPING: Mrs. Faszholz

Jean Faszholz reported that the Third Mutual annual Landscape Meeting will take place in April. The date is pending and will be announced when confirmed.

Landscape crews and foremen are being rotated. The new foreman for Third Mutual is Florante Mora. Paul Donner commented that he does excellent work and that the level of service will remain consistent.

Faszholz reported that Landscape Supervisor Steve Ormond mailed the annual MOD landscape schedules to each Director. If a Director needs to trade days it will be necessary to contact Ormond. Directors are encouraged to contact Ormond a minimum of two weeks before the scheduled days in order to do a walk-through with Steve Ormond and Waraner Tree Service.

The crews are receiving training on leaf blowing etiquette and on natural shrub pruning.

GOVERNING DOCUMENTS: Ms. Bank

Judy Bank reported that Governing Documents Committee meetings will now take place the fourth Tuesday afternoon of the month. This will allow for time to work on projects and have them ready for the following board meeting in a timely manner.

Two sub-committees have been established: one to research and address encroachments and one to help facilitate the review and update of the Projects' CC&Rs.

ALTERATIONS: Mr. Case

Jack Case reported that it takes about two weeks for alteration applications to get approval. Case said that delays occur when all of the necessary information is not in the packet.

An additional inspector will be hired in the near future.

AUDIT: Mr. Braun

The auditors, James Ernst Accounting, will be on campus by the end of January to start the 2015 audit process.

COMMUNICATIONS: Ms. Poling

Kathy Poling provided the Board with her report.

Poling reported that the Member Services department captures as many email addresses as they are able to obtain when new residents move into Rossmoor. Directors who have captured email addresses may want to pass on the information that they have to Member Services for their records. These appear in the member roster reports.

EMERGENCY PREPAREDNESS: Ms. Norbeck

No report was given.

OLD BUSINESS

The CC&R updates, the encroachment issue, and the owner-billable collection process are all works in progress as stated earlier in the meeting.

NEW BUSINESS

Motions to lien: There were no motions to lien.

Motion to transfer funds from Reserves to Operating to cover the pre-paid annual insurance premium: Mike Fleck moved and Jack Case seconded to approve the transfer of funds from Reserves to Operating, to be paid back within 12 months, in order for the following Projects to pay insurance premiums:

Project 23	\$10,000
Project 40	\$20,000
Project 51	\$20,000
Project 64	\$ 6,000

The motion passed unanimously.

ADJOURNMENT

Having no further business the regular meeting adjourned at 9:47 a.m.

Sharon Fees

Sharon Fees, Assistant Secretary
Third Walnut Creek Mutual